#81-9125

U.S. POSTAL SERVICE
Washington, DC 20260

Administrative Support Manual (ASM)

Transmittal Letter
Issue 2, 8-15-80

A. EXPLANATION

1. **Filing Instructions.** File this transmittal letter in front of Transmittal Letter 1. File the rest of Issue 2 according to the following instructions:

Remove the following from Issue 1		Insert the following from Issue 2	
Contents	8 sheets	Contents	8 sheets
Subchapter 210	2 sheets	Subchapter 210	2 sheets
Subchapter 230	1 sheet	Subchapter 230	1 sheet
Subchapter 240	1 sheet	Subchapter 240	2 sheets
Subchapter 330	1 sheet	Subchapter 330	1 sheet
Subchapter 360	4 sheets	Subchapter 360	5 sheets
Subchapter 370	9 sheets	Subchapter 370	9 sheets
Subchapter 410	1 sheet	Subchapter 410	2 sheets
Subchapter 420	2 sheets	Subchapter 420	2 sheets
Subchapter 440	2 sheets	Subchapter 440	2 sheets
Subchapter 510, except Exhibit 518.33	7 sheets	Subchapter 510	8 sheets
Subchapter 520	3 sheets	Subchapter 520	3 sheets
Subchapter 540	2 sheets	Subchapter 540	3 sheets
Subchapter 630	2 sheets	Subchapter 630	3 sheets
		Subchapter 640	1 sheet
Chapter 7	6 sheets	Chapter 7	6 sheets
Appendix A	2 sheets	Appendix A	7 sheets

2. **Check List.** After Issue 2 is filed, the ASM should consist of the components itemized in the table below.

Transmittal Letters 1 and 2			
Contents	Issue 2	Subchapters 410 and 420	Issue 2
Chapter 1	Issue 1	Subchapter 430	Issue 1
Subchapter 210	Issue 2	Subchapter 440	Issue 2
Subchapter 220	Issue 1	Subchapter 510 and 520	Issue 2
Subchapters 230 and 240	Issue 2	Subchapter 530	Issue 1
Subchapters 250 — 280	Issue 1	Subchapter 540	Issue 2
Subchapters 310 & 320 still reserved	Issue 1	Subchapter 610 & 620 still reserved	Issue 1
Subchapter 330	Issue 2	Subchapter 630 and 640	Issue 2
Subchapters 340 and 350	Issue 1	Chapter 7	Issue 2
Subchapters 360 and 370	Issue 2	Chapter 8	Issue 1
		Appendix A	Issue 2

3. Summary of Changes

a. Chapter 2, Inspection Service

(1) 213 – Mail Covers. 213.35 and 213.57 added to define *Protect the National Security* and to specify limitation on its use for mail covers.
(2) 230 – Withdrawal of Mail Privileges. Revised to reflect new procedures relative to false representation and lottery orders, published in 37 CFR 952.
(3) 240 – Audits. Revised to include procedures for following up on audit recommendations made by the Inspection Service, as published in *Postal Bulletin* 21238, 3-27-80.

b. Chapter 3, Communications

(1) 330 – Title changed from Public Information to Public Communications, to avoid any misunderstanding about public information as it relates to the Freedom of Information Act.
(2) 360 – Telecommunications. Revised to add section 362.1 on Initial Service, to correct the subsequent numbering, and to revise some minor procedures.
(3) 370 – Printing. Revised to update and clarify registered trademarks and common law service marks; to make some minor procedural changes; to update the list of authorized copying, duplicating, and related equipment; and to update the list of GPO RPPO addresses.

c. Chapter 4 Government Relations

(1) 410 – Liaison. Part 414 added to state USPS policies and responsibilities for Federal Executive Board and Federal Executive Association programs. Part 415 added to state policy on USPS liaison with the Postal Rate Commission, as published in *Postal Bulletin* 21238, 3-27-80.

(2) 420 – Services. Revised to reflect minor changes in training materials, hours, etc. for the Passport Acceptance Program.
(3) 440 – U.S. Flag. Revised to state change of policy and some clarification on display of U.S. flag.

d. Chapter 5, Facilities and Equipment

(1) 510 – Real Estate & Buildings. 514.13 added to provide for third party repairs to leased buildings when lessor will not make them; 515 revised to add new section 515.2 on installation of additional lockboxes in lobbies; 517.7 revised to include requirement for USPS compliance with the Safe Drinking Water Act; Exhibit 517.65, Construction Cost Indices, updated; 518.223 added to provide policy on term agreements with architect/engineers; reference to new handbook added to 518.41.
(2) 520 – Plant and Equipment Requirements. Minor procedure changed and reference corrected.
(3) 540 – Energy Conservation, Fuels, and Utilities. Section 542.3 on Nonmetered Heating Fuels completely revised, as published in *Postal Bulletin* 21204, 8-16-79.

e. Chapter 6, Support Services

(1) 630 – Marketing, Advertising, Sales and Services. Subchapter title changed and numerous revisions made.
(2) 640 – Philatelic Marketing. New subchapter added.

f. Chapter 7, Procurement and Supply

(1) 710 – Procurement. References and form numbers corrected.
(2) 720 – Supply Management. Supply center field managers titles changed.

g. Appendix A

Appendix A, Directives Related to ASM, is updated.

B. DISTRIBUTION

The distribution of Issue 2 of the ASM is being adjusted slightly, because of requests from the field. The new distribution pattern is as follows:

Facility	Quantity
Airport Mail Facility	1
Area Maintenance Offices	1
Automatic Data Processing Centers (ADPCs)	2
Bulk Mail Centers (BMCs)	1
Districts	4
Eastern Area Supply Center (EASC)	5
Field Real Estate & Buildings Offices (FREBOs)	2
Inspectors in Charge	varies
Mail Classification Centers (MCCs)	1
Mail Equipment Shops	1
Mailbag Repair Centers and Depositories.	1
Maintenance Capable Offices (MCOs)	1
Maintenance Technical Support Center (MTSC)	5
Management Sectional Centers (MSCs)	varies
Mechanization Overhaul Centers	2
Military Postal Installations	varies
Money Order Division	1
National Test Administraction Center (NTAC)	1
Postal Data Centers (PDCs)	6
Postal Employee Development Centers (PEDCs)	1
Post Offices. CAG A	25
CAG B	10
CAG C	5
CAG D-F	3
CAG G	2
CAG H-L	1
Procurement Services Offices (PSOs)	2
PST&DI (Bethesda) for distribution	110
PST&DI Field Centers	varies
Records (Bedford, PA)	1
Regional Administration Branches	50
Regional Chief Inspectors	varies
Stamped Envelope Agency.	1
Tech Center Library	15
Transportation Management Offices (TMOs)	2
Western Area Supply Center (WASC).	5

C. MANUAL MAINTENANCE

D. REQUISITIONS

E. SALE TO THE PUBLIC

See paragraphs C-E of Transmittal Letter 1.

F. ISSUANCES RESCINDED

1. Directives.

a. Regional Instructions 641-G-66, Federal Executive Boards, fil. 110-2, 12-6-71 and 642-G-67, fil. 110-2 (Amend. # 1), 12-9-71.

b. Headquarters Circular 73-19, Auditing in the Postal Service, filed as IV-A-3.

2. Others. Any local issuances in conflict with Issue 2.

G. INTERPRETATIONS AND COMMENTS

1. **EEO Consideration.** The singular pronoun *he* is used in this manual for convenience only. It is used in the generic sense and therefore applies equally to females and males.
2. **Questions and Problems.** If you cannot find or have difficulty understanding certain material, or discover that topics are omitted, send a memo outlining the problems through management channels to: USPS Headquarters, Directives & Forms Division, Attention ASM, Washington, DC 20260.

H. EFFECTIVE DATE

This material is effective upon receipt.

P. J. Skelly

P. J. Skelly
Director
Office of Management Services

READEX
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Chapter 2
Inspection Service

210 General

211 Authority

211.1 Responsibility

.11 The Inspection Service is headed by the Chief Postal Inspector, who reports directly to the Postmaster General. The Chief Postal Inspector acts as security officer and defense coordinator for the Postal Service, and maintains liaison with other investigative and law enforcement agencies of the Government.

.12 The Inspection Service is responsible for protection of the mails, enforcement of postal laws, plant and personnel security, postal inspection, and internal audits. The Inspection Service, in accordance with applicable policies, regulations, and procedures, carries out investigations and presents evidence to the Department of Justice and U.S. attorneys in investigations of a criminal nature. It also undertakes operating inspections and audits for the Postal Service.

211.2 Arrest and Subpoena Powers

.21 Authorization

Postal Inspectors are authorized to perform the following functions in connection with any matter within their respective official duties as established by the Chief Postal Inspector:

a. Serve warrants and subpoenas issued under the authority of the United States;

b. Make arrests without warrant for offenses against the United States committed in their presence; and

c. Make arrests without warrant for felonies cognizable under the laws of the United States, if they have reasonable grounds to believe that the person to be arrested has committed or is committing such a felony.

.22 Limitations

The powers granted by 211.21 shall be exercised only in the enforcement of laws regarding property of the United States in the custody of the Postal Service, including property of the Postal Service, the use of the mails, and other postal offenses.

212 Circulars and Rewards

212.1 Wanted Circulars.

The Inspection Service issues wanted circulars to assist in locating and arresting fugitive postal offenders. Post these circulars in the most conspicuous place in the post office lobby and in other prominent places. Post near the Notice of Reward sign. Telephone or telegraph immediately to the postal inspector in charge any information on the possible location of the person wanted. Remove and destroy circulars immediately when notified of their cancellation or when the circular is not listed in the periodic *Postal Bulletin* notices of current wanted circulars.

212.2 Rewards.

.21 Rewards can be paid in the amounts and under the conditions stated in Notice 96, *Notice of Reward*, for the arrest and conviction of persons for the following postal offenses:

a. Robbery or attempted robbery.

b. Mailing bombs, explosives, poison, or controlled substances.

c. Post office burglary.

d. Stealing or unlawful possession of mail or money or other property under the custody or control of the United States Postal Service.

e. Obstructing or retarding the passage of mail.

f. Altering, counterfeiting, forging, and unlawful uttering or passing of postal money orders.

.22 The postmaster or a designated employee should personally present reward notices to representatives of firms transporting mail, security or detective units of firms, police officers, sheriffs and their deputies, if practicable, and encourage their cooperation in protecting mail and Postal Service property.

213 Mail Covers

213.1 Policy

The USPS maintains rigid controls and supervision with respect to the use of mail covers as investigative or law enforcement techniques.

213.2 Scope

These regulations constitute the sole authority and procedure for initiating, processing, placing, and using mail covers.

213.3 Definitions

.31 Mail Cover. The process by which a record is made of any data appearing on the outside cover of any class of mail matter, including checking the contents of any second-, third- or fourth-class mail matter as now sanctioned by law, in order to obtain information in the interest of (a) protecting the national security, (b) locating a fugitive, or (c) obtaining evidence of commission or attempted commission of a crime.

.32 Fugitive. Any person who has fled from the United States or any state, territory, the District of Columbia or a possession of the United States, to avoid prosecution for a crime, to avoid punishment for a crime, or to avoid giving testimony in a criminal proceeding.

.33 Crime. For purposes of these regulations, any commission of an act or the attempted commission of an act that is punishable by law by imprisonment for a term exceeding 1 year.

.34 Law Enforcement Agency. Any authority of the Federal government or any authority of a state or local government one of whose functions is to investigate the commission or attempted commission of acts constituting a crime.

.35 Protect the National Security. To protect the United States from any of the following actual or potential threats to its security by a foreign power or its agents:

a. An attack or other grave hostile act;
b. Sabotage, or international terrorism; or
c. Clandestine intelligence activities.

213.4 Authorizations

.41 Chief Postal Inspector

.411 The Chief Postal Inspector is the principal officer of the Postal Service in the administration of all matters governing mail covers. The Chief Postal Inspector may delegate any or all of this authority to not more than two designees at Inspection Service Headquarters, and, except for national security covers, may also delegate any or all such authority to the Regional Chief Postal Inspectors. All such delegations of authority must be issued through official directives.

.412 The Chief Postal Inspector or designee may order mail covers under the following circumstances:

a. When there is reason to believe that the subject or subjects of the mail cover are engaged in any activity violating any postal statute.

b. When written request is received from any law enforcement agency wherein the requesting authority stipulates and specifies the reasonable grounds that exist which demonstrate the mail cover is necessary to (1) protect the national security, (2) locate a fugitive, or (3) obtain information regarding the commission or attempted commission of a crime.

c. When time is critical, the Chief Postal Inspector or designee may act upon an oral request, to be confirmed by the requesting authority in writing within 2 business days. However, no information may be released until an appropriate written request is received.

.42 Postal Inspectors in Charge

.421 All postal inspectors in charge, and not more than three designees pursuant to delegations in writing, may order mail covers within their districts under the following circumstances:

a. Where there is reason to believe the subject or subjects are engaged in an activity violative of any postal statute.

b. Where written request is received from any law enforcement agency of the Federal, state, or local governments, in which the requesting authority stipulates and specifies the reasonable grounds that exist which demonstrate that the mail cover (*1*) would aid in locating a fugitive, or (*2*) would assist in obtaining information concerning the commission or attempted commission of a crime.

.422 Except when ordered by the Chief Postal Inspector or designee, requests for mail covers must be approved by the postal inspector in charge or designee, in each district in which the mail cover is to operate.

.423 When time is critical, the postal inspector in charge or designee may act upon an oral request to be confirmed by the requesting authority in writing within 2 business days. However, no information may be released until an appropriate written order is received.

213.5 Limitations

.51 No persons in the Postal Service, except those employed for that purpose in dead mail offices, may break or permit breaking of the seal of any mail sealed against inspection without a search warrant, even though it may contain criminal or otherwise unmailable matter, or furnish evidence of the commission of a crime.

.52 No mail covers may include matter mailed between mail cover subjects and their known attorney-at-law.

.53 No officer or employee of the Postal Service other than the Chief Postal Inspector or postal inspectors in charge, and their designees, are authorized to order mail covers. Under no circumstances shall a postmaster or postal employee furnish information as defined in 213.31 to any person except as authorized by the Chief Postal Inspector, a postal inspector in charge, or their designees.

.54 Except for mail covers ordered upon subjects engaged, or suspected to be engaged, in any activity against the national security, or activity violative of any postal law, no mail cover order shall remain in force and effect for more than 30 days. At the expiration of such period, or prior thereto, the requesting authority may be granted additional 30-day periods under the same conditions and procedures applicable to the original request.

.55 No mail cover shall remain in force longer than 120 days unless personally approved for further extension by the Chief Postal Inspector.

.56 Except for fugitive cases, no mail cover shall remain in force when the subject has been indicted for any cause. If the subject is under investigation for further criminal violations, a new mail cover order must be requested, consistent with these regulations.

.57 Any national security mail cover request must be approved personally by the head of the law enforcement agency requesting the cover.

213.6 Records

.61 All requests for mail covers, with records of action ordered thereon, and all reports issued pursuant to them, are deemed to be within the custody of the Chief Postal Inspector. However, the physical location of this data shall be at the discretion of the Chief Postal Inspector.

.62 The postal inspectors in charge shall promptly submit copies of all requests for mail covers and the determination made of them to the Chief Postal Inspector or designee for review.

.63 If the Chief Postal Inspector or designee determines a mail cover was improperly ordered by a postal inspector in charge or designee, all data acquired while the cover was in force must be destroyed, and the requesting authority notified of the mail cover discontinuance and the reasons therefor.

.64 Any data concerning mail covers must be made available to any mail cover subject in any legal proceeding through appropriate discovery procedures.

.65 The retention period for files and records pertaining to mail covers is 8 years.

213.7 Reporting to Requesting Authority

Once a mail cover has been duly ordered, authorization may be delegated to any officer in the Postal Service to transmit mail cover reports directly to the requesting authority. If at all possible, the transmitting officer should be a postal inspector.

213.8 Review

.81 The Chief Postal Inspector or designee shall review all actions taken by postal inspectors in charge or their designees, upon initial submission of a report on a request for mail cover.

.82 The Chief Postal Inspector's determination in all matters concerning mail covers is final and conclusive and not subject to further administrative review.

230 Withdrawal of Mail Privileges

231 False Representation and Lottery Orders

231.1 Issuance

By law (39 USC 3005), acting upon satisfactory evidence, the Judicial Officer may issue a mail-stop order against anyone seeking mailed remittance of money or property by means of a false-representation or lottery scheme. Such orders provide for return of the mail and refund of postal money orders to senders.

231.2 Enforcement

Notice of these orders and any necessary implementing instructions are published in the *Postal Bulletin*. Generally, an order against a domestic enterprise is enforced only by the post office designated in the order. All personnel processing mail for dispatch abroad assist in enforcing orders against foreign enterprises by forwarding mail addressed to such enterprises to designated post offices.

232 Fictitious Name or Address Orders

232.1 Issuance

By law (39 USC 3003), the Judicial Officer may order that the mail be returned to the sender when there is satisfactory evidence that mail is addressed to a fictitious name, title, or address used for any unlawful business, and no one has established a right to have the mail delivered to him.

232.2 Enforcement

Notice of any fictitious name or address order issued, and any necessary implementing instructions, are published in the *Postal Bulletin*.

240 Audits

241 Responsibility

241.1 Chief Postal Inspector

The responsibility for internal auditing in the Postal Service is vested in the Chief Postal Inspector, who directs the development of policies, plans, and procedures governing all internal audits and related service investigations, through the Assistant Chief Inspector–Audit. The implementation of these activities has, for the most part, been decentralized to the five Regional Chief Inspectors.

241.2 Staff Function

Internal auditing is a staff rather than a line function. Audit personnel do not exercise authority over persons in the organizations audited. Audit findings and recommendations are advisory, while line managers retain the decisionmaking responsibilities for implementing recommendations made in audit reports.

242 Background

242.1 Authority

The authority for internal auditing within the Postal Service is stated in 39 USC 2008. The guidlines for internal auditing in the Federal government issued by the General Accounting Office (GAO) and the Office of Management and Budget (OMB) have been adopted by the Postal Service.

242.2 Standards

The standards governing the conduct of audits follow the guidelines published by the Comptroller General of the United States. These guidelines, *The Standards for Audits of Governmental Organizations, Programs, Activities, and Functions*, and the OMB Circular A-73, dated March 15, 1978, provide that when auditing a program, function, activity, or organization, the audit should encompass:

a. An examination of financial transactions, accounts, and reports, including an evaluation of compliance with applicable laws and regulations.

b. A review of the efficiency and economy in the use of resources.

c. A review to determine whether desired results are effectively achieved.

243 Mission

243.1 Objective

The objective of the Inspection Service in an audit is to conduct independent examinations and evaluations of activities at all levels of the Postal Service, as a constructive and protective service to management. Inspectors review management practices, employee integrity, and effectiveness at all levels. This review emphasizes the prudent use of resources; effectiveness of organizations, methods, and internal controls; reliability and usefulness of data systems and reports; adequacy of, and compliance with, policies and procedures; and any other needs for improvement of internal management. Audit reports provide a systematic means of:

a. Focusing management attention on conditions, needs and problem areas.

b. Recommending appropriate action.

243.2 Method

The objective is achieved by examining and reporting on all Postal Service activities at Headquarters and in the field while operating under the audit standards outlined in 242.2 With the exception of financial audits, which are conducted without advance notice, the scope and scheduling of audits are coordinated with postal management using a workplan designed to provide productive audit services to all levels.

243.3 Liaison

As part of the audit function, the Inspection Service maintains liaison with the public accounting firm retained by the Board of Governors and cooperates with GAO and other external review agencies.

243.4 Cooperation

Postal officials and employees are expected to extend maximum assistance to Inspectors so that the audit objective can be achieved.

244 Types of Audits

244.1 Post/Office/Facility Audits

Audits at post offices and other facilities cover four general areas: financial activities, operations, building and equipment maintenance, and vehicle maintenance. Depending on factors such as revenue, number of employees, and complexity of operations, these areas may all be considered during a single audit or may be the subject of separate audits. Audits at PDCs are conducted on a continuous basis.

244.2 Contract Audits

Inspection Service audits are also conducted at companies contracting with the Postal Service. These contract audits provide assistance to contracting officers in pre-award negotiations and postaward reviews, and in the administration of contracts.

245 Audit Reports

245.1 Definition

The audit report is a medium through which audit findings, conclusions, and recommendations are communicated to management. Each manager must be responsive to all recommendations made in these reports, and it is Postal Service policy to prepare a written response to audit reports when requested.

245.2 Distribution of Reports

.21 Headquarters Level

.211 The Chief Postal Inspector transmits: (a) Regional reports of Headquarters interest, and (b) those reports containing recommendations for Headquarters action to the appropriate Headquarters Department. Copies of audit reports directed to field management may be provided to officials at Headquarters who have an interest in the activity or function audited.

.212 For tracking purposes, a copy of all final audit reports that are directed to Headquarters management will be furnished by the Chief Postal Inspector to the Deputy Postmaster General and to the official designated by the SAPMG or Department head.

.22 Regional, District and Post Office Levels

Audit reports are normally addressed to the next higher level of management over the installation or activity audited. This ensures that corrective action is taken on deficiencies disclosed during the audits. Copies of the reports are furnished to local management directly responsible for the installation or activity audited. This distribution is made by the Regional Chief Inspector or the Inspector in Charge.

.23 Special Reports

Special audit reports and reports on studies made at the request of Headquarters or field officials are distributed as required.

245.3 Exit Conference

Postal Inspectors conduct exit conferences at the conclusion of an audit with the management level responsible for the entity being audited. This conference is held to discuss the findings and recommendations, to isolate any points of disagreement, and to understand all points of view.

245.4 Management Response to Reports

.41 Headquarters Level

.411 The Chief Postal Inspector transmits draft copies of audit reports to the appropriate Headquarters official with a request to establish an exit conference date. The Headquarters official contacts the responsible Audit Program Specialist from the office of the Chief Postal Inspector within 10 days to arrange for the exit conference. This conference should be held as soon as practical and no later than 30 days from the date the draft report was submitted to the Headquarters official.

.412 The Chief Postal Inspector amends the draft report after the exit conference to reflect any changes agreed to during the conference. The Chief Postal Inspector advises the Headquarters official of any changes made to the report and requests a formal response to the recommendations.

.413 This Headquarters official submits a written response to the Chief Postal Inspector on each recommendation within 30 days. Management's comments will then be incorporated int the final report before publication.

.414 Each Department head must ensure that (a) timely responses are made to reports, (b) the agreed upon corrective actions are implemented, and (c) a target date is established if corrective action has not yet begun.

.42 Regional, District and Post Office Levels

.421 At the conclusion of audits of post offices and facilities reporting to District Managers, Postal Inspectors will discuss the findings and recommendations with the MSC Manager or other facility head during an exit conference. This official's comments are then included in the final report which is sent to the District Manager by the Inspector in Charge.

.422 At the conclusion of Regional operational audits and audits of post offices and/or facilities reporting to a Region, Postal Inspectors will discuss the findings and recommendations with the appropriate post office, facility, or Regional managers at an exit conference. The comments of these officials will then be included in the final report and sent to the RPMG by the Regional Chief Inspector.

.423 The District Manager or RPMG reviews the final report and submits a written response (if requested by the Inspection Service) within 60 days. The reply should include management's comments on (a) each of the recommendations, and (b) actions that have been or will be taken. When recommendations are accepted but implementing action is deferred, report the reason for delay. The reply should also contain an explanation of any special assistance needed in carrying out the recommendation.

.424 Each regional Postmaster General establishes procedures to ensure a prompt response to audit reports. If replies are not received within the prescribed time limit, the Regional Chief Inspector initiates follow-up action with the RPMG.

246 Implementation of Audit Recommendations

246.1 Headquarters Level

.11 Deputy Postmaster General

The DPMG coordinates all follow-up reviews on the implementation of audit recommendations made to the Headquarters level.

.12 Senior Assistant Postmaster General

Each SAPMG designates a person responsible for tracking the implementation of audit recommendations for all Departments within that Group. The SAPMG's designee furnishes a brief summary report to the DPMG each calendar quarter reflecting the status of implementation of audit recommendations.

.13 Units Reporting Directly to PMG

Each Department head who reports directly to the PMG designates a person responsible for tracking the implementation of audit recommendations within that Department. The designee furnishes the results to the DPMG on a quarterly basis.

.14 Departments

Department heads will ensure that audit recommendations are carried out as soon as practical. They must establish a target date for full implementation and monitor follow-up action. They are responsible for documenting the status of implementation for subsequent review by the SAPMG's deisgnee, if applicable, and the Inspection Service.

246.2 Regional Level

.21 Regional Postmaster General

The RPMG is responsible for overall control of the follow-up on implementing audit recommendations within the region. Each RPMG designates a person responsible for reviewing status reports on the implementation of audit recommendations directed to the regional district, and MSC levels. The RPMG's designee: (a) evaluates the action taken by regional directors and district managers to ensure implementation of audit recommendations, and (b) personally advised the RPMG of the results.

.22 Regional Directors

Regional Directors monitor the implementation of recommendations directed to thier functional area of responsibility and document any action taken. They report to the RPMG's designee at least quarterly on the status of the recommendations, including the reason any implementation is behind targeted dates.

.23 Inspection Service

The Inspection Service furnishes a copy of all final audit reports directed to regional, district and MSC levels to the RPMG for referral to the RPMG's designee.

246.3 District Level

.31 District Review

District managers review each audit report on the postal facilities within their jurisdiction and:

a. Provide a written response within 60 days of the report's receipt, when requested by the Inspection Service.

b. Monitor the implementation of recommendations at MSCs and other facilities reporting to the district office.

c. Require periodic status reports at 60-day intervals from the installation head of the audited facility, to ensure that action has been taken to implement audit findings and recommendations. Ascertain that corresponding service and budget objectives have been achieved. The final status report submitted must clearly demonstrate that audit findings have been implemented and reported savings realized.

.32 Status Report

District managers must report to the RPMG within 30 days following the end of the calendar quarter regarding the steps that have been taken to carry out the recommendations, or the reasons for delay in implementation.

247 Application of Audit Findings by Districts and MSCs

247.1 District Manager

District managers will review audit reports bearing on matters within their district and periodically summarize significant findings and recommendations for distribution to all MSC managers within that district.

247.2 MSC Manager

.21 MSC managers review the summary and determine whether the findings and recommendations have application in their offices.

.22 Within 30 days after receipt of the summary, each MSC manager reports the results of the self-review to the appropriate district manager. Where similar conditions are found to exist, the date that corrective action was taken or is estimated to begin is included in the report. Quantify improvements in service or reductions in cost.

.23 When implementation depends on some other action occurring, such as training or acquisition of equipment, MSC managers must include target dates for each step.

248 Inspection Service Reviews

When service audits are performed in the district office city, postal inspectors will review the effectiveness of district office follow-up procedures for all audits as outlined in 246.3 and 247.

330 Public Communications

331 General

331.1 Policy

The USPS has a responsibility to provide information about the postal system to the public.

331.2 Responsibility

The Assistant Postmaster General, Public and Employee Communications (P&EC), is responsible for the Postal Service's public communications policies, programs, and functions. Reporting directly to the Postmaster General, the APMG, P&EC:

a. Responds to news media inquiries and provides information about the Postal Service to the public;

b. Plans, approves, and manages the Postal Service public affairs effort; and

c. Advises the PMG on actions necessary to keep the public well informed of postal policies and programs.

332 Public/Media Relations

332.1 Policy

To provide full and accurate information about the postal system to the public, the Postal Service develops and conducts a media relations program.

332.2 Responsibility

The P&EC Department is responsible for Postal Service relations with the news media. Media relations include issuing announcements and news releases, conducting news conferences, and responding to media inquiries. Information is released consistent with policy in 350.

332.3 Procedures

.31 Media Inquiries. All inquiries from the news media are referred to the P&EC Department. When requested, other departments must provide information promptly to P&EC, to assure timely responses to the media.

.32 Advance Copies. Advance copies of proposed public announcements and of all material intended to be printed for distribution to the public or for public display at postal facilities must be provided to the P&EC Department for review.

332.4 Field Managers

.41 Local Media Relations

.411 District managers, postmasters, and other facility managers are responsible for local media relations in their jurisdictions.

.412 To assist them in developing and implementing an effective media relations program, field managers should use the *Postmasters Guide to Communications* (available from regional P&EC general managers or from the P&EC Department at Headquarters). Field managers may also consult with and seek guidance from the regional P&EC general managers.

.42 Exception

Field Units reporting directly to Headquarters or under the functional direction of Headquarters should comply with procedures in 332.3, through their respective regional P&EC general managers.

333 Community Relations

333.1 Policy

As a nationwide service agency of the Federal government, the USPS, as a matter of policy, must maintain good relations with the various communities it serves, and seek community understanding and support of postal actions and programs.

333.2 Responsibility

The P&EC Department is responsible for USPS community relations, which includes:

a. Assisting field managers in community relations activities in their localities.

b. Directing a national public speaking program.

c. Conducting activities to gain community support for postal actions with special local impact.

333.3 Procedures

When USPS actions have special community impact, Headquarters departments with responsibility for the action must give advance notice to the P&EC Department. The P&EC Department will make timely announcements of the actions to the public, and assure that necessary local community relations activities are undertaken. Examples of actions which impact on communities and require advance notice to the P&EC Department are:

a. Local service changes.
b. New construction. (See 517.2.)
c. Environmental improvements.
d. Mail processing or mechanization changes.
e. Publicity for market tests. (See 633.37.)

333.4 Field Managers

District managers, postmasters, and other facility managers are responsible for community relations in their jurisdictions. Postal field managers should call on the regional P&EC general managers for assistance in conducting these programs.

334 Postal Exhibits

334.1 Policy

It is USPS policy to use exhibits to help make the public and various groups of mail users aware of postal policies, programs, products, and services.

334.2 Procedures

.21 General. The P&EC Department develops and directs the postal exhibits program, and provides assistance to other Headquarters departments, regional offices, and field facilities in planning, producing, and using postal exhibits.

.22 New Exhibits. When a new exhibit is needed, managers must submit a written request to the P&EC Department sufficiently in advance of the display date (at least 2 months for major exhibits) to permit time for planning and production. The requesting department provides subject guidance in producing exhibits. All exhibits produced by Headquarters remain under P&EC Department control.

.23 Existing Exhibits. Requests for existing exhibits should be submitted at least 1 month in advance of the display date.

.24 Regional Exhibits. With the exception of standard module exhibits provided to the regions, regional exhibits are under the control of the regional P&EC general managers.

.25 Reference. Publication 165-A, *Design Control Guidelines,* is the reference for exhibits design.

360 Telecommunications

361 General

361.1 Scope

This subchapter covers policy and procedures for the management, acquisition, control, analysis, transmission, and receipt of all communications by telephone, teletype, telegraph, radio, inter-office communication devices, paging systems or by other electrical means.

361.2 Responsibility

.21 Management Information Systems Department (MISD)

The Telecommunications Division, MISD, is responsible for establishing policy and providing technical guidance and support on all telecommunications matters.

.22 Postmasters and Field Managers

Postmasters and other field managers are responsible for the control of expenditures for telecommunications and related services.

362 Telephone Systems and Service

362.1 Initial Equipment

.11 Postal facilities authorized official service are:

a. Headquarters and related organizations.

b. Postal Inspection Service.

c. Regional Headquarters and related organizations.

d. District offices and related organizations.

e. Management sectional center facilities.

f. All CAG A-K offices. (CAG K offices are authorized a single business line with one instrument.)

.12 Postal facilities not authorized official service are:

a. CAG L offices.

b. Contract stations.

362.2 Installations and Service Changes

.21 Inspection Service

Channel requests for installation or changes in telephone service provided to the Inspection Service through the postal inspector in charge to the Chief Postal Inspector. Authority for the installation or change in minor telephone equipment such as the relocation or addition of telephone instruments is delegated to the postal inspector in charge. However, such changes must be coordinated with the postmaster or manager of the facility providing the funds to support the change.

.22 Prior Headquarters Approval

.211 Types of Changes. The following major changes or installations require prior Headquarters approval:

a. Installation of new, expansion or modification of existing, or removal of manual or dial PBX switchboards supporting in excess of 15 main stations.

b. Changes from manual to dial PBX systems or vice versa for systems supporting in excess of 15 main stations.

c. Installation or removal of tielines between PBX switchboards.

d. Installation or removal of intercity private line full period or foreign exchange service.

e. Installation or removal of inter or intra-state wide area telephone service (WATS).

f. Installation or removal of switching equipment associated with dial PBX systems.

g. Establishment or discontinuance of telephone service through a joint-service operated telephone switchboard, either USPS or GSA operated.

h. Establishment of or discontinuance of Federal Telecommunications System (FTS) service.

i. Establishment or discontinuance of the use of the FTS service or the commercial dial network for the purpose of transmitting data, including facsimile transmissions.

.222 Procedures. Submit requests for changes or installations of telephone equipment listed in 362.211 to the MSC manager for review and evaluation. Requests are sent through the district and Regional Procurement Division to the Telecommunications Division, MISD, at Headquarters for final review. If the request is disapproved at any management level in the review channel it will be returned to the requesting office without referral. Requests must be accompanied by a complete justification and should include the following data:

a. An itemized list of current equipment and cost including a copy of the last invoice from the telephone company, if appropriate.

b. An itemized list of proposed equipment and cost, including estimated one-time and annual or monthly recurring costs.

c. Grade and annual salary of each employee assigned full and/or part-time to the operation of the current and proposed telephone system.

.223 Authorization. Authorizations for approved requests for the changes listed in 362.211 will be issued to the Regional Procurement Division by MISD after review and recommendations by appropriate Headquarters organizations.

.23 Prior Regional Approval

.231 Types of Changes. Changes or installations requiring prior Regional approval are:

a. Installation of new, expansion or modification of existing, or removal of manual or dial PBX systems or other equipment supporting more than 5 but less than 15 main stations.

b. Changes from manual to dial PBX systems supporting 15 or less main stations. Changes from any dial to manual systems which will require a console attendant where none was previously required must have Headquarters approval.

c. Installation of any automatic dial equipment, speakerphones, recording devices or other ancillary or external equipment.

.232 Procedures. Submit requests for changes or installations of telephone equipment listed in 362.231 to the MSC manager for review and evaluation. Requests will then be sent through the district to the Regional Procurement Division for final review. If the request is disapproved at any management level in the review channel it is returned to the requesting office without referral. Requests must be accompanied by a complete justification as 362.222.

.233 Authorization. Authorization for approved requests are issued to the district by the Regional Procurement Division after review and recommendations by appropriate Regional organizations.

.24 Prior Approval Not Required

.241 Types. Minor changes or additions to existing systems that do not require prior approval are:

a. Disconnecting any telephone equipment or discontinuing any service other than major changes as listed in 362.221 and 362.231.

b. Relocating existing telephone equipment other than major changes as listed in 362.221 and .231.

c. Installing not more than five additional telephones to an existing system that is furnished by the local regulated telephone company, providing one time installation charges will not exceed $500 and recurring charges will not increase by more than $125 monthly and except for those changes listed in 362.232.

d. Installing additional telephones and equipment on Postal Service-owned PBX equipment, providing the cost is within local cash purchase authority and except for those changes listed in 362.232.

e. Installing pay stations in all buildings operated by the Postal Service. (See 362.73.)

.242 Procedure. Advise the MSC and district of the action taken and furnish a copy to the Regional Procurement Division.

.25 Additional and Accessory Equipment

.251 Additional Equipment. Additions to existing telephone systems, which include individual business lines, will be considered on the basis of new or expanded activity and reassignment of functions or space. Pertinent factors include a study of persons and activities to be called and who will call; volume of necessary calls; proximity of nearest telephone; possible rearrangement of existing telephone service without increasing recurring charges; assignment of an extension station to an existing main station, particularly where dial PBX systems are in use.

.252 Accessory Equipment.

a. Maintain at an absolute minimum all equipment associated with telephone instruments, such as intercommunication lines, speaker phones, pickup and hold, and signaling (known as wiring plans). Monthly recurring costs of this equipment usually exceed cost of the instrument itself and generally the desired service can be provided with less expensive equipment. For example, illuminated wiring plans cost more than nonilluminated, yet both may serve the same purpose. (See 362.232.)

b. Intercommunicating lines and signaling features are not required for telephone systems installed in the same space or even separate adjoining rooms if there is an open passage-way.

c. Buzzers must be installed by qualified post office personnel, if possible. Otherwise, local arrangements may be made for this installation consistent with the limitations of the local contracting and procurement authority.

d. If more than one line is required for telephones associated as a wiring plan, use two-line pickup instruments.

.253 Trunklines. Requests must be substantiated by a report of the actual all-trunk-busy count made by the telephone company. Also include the period during which the count was made. As a result, only one additional trunkline will be authorized at a time. Additional trunklines will be subject to subsequent all-trunk-busy counts.

.254 Telephone Outlets. New facilities are provided with telephone outlets for current and future requirements. Telephone service should only be provided where it is essential to requirements. It is not intended that telephone service be authorized for each telephone outlet.

362.3 Orders for Service

.31 Modifications of Existing Systems.

.311 General. On receipt of approval from the Regional Procurement Division or postal inspector in charge, a letter request may be issued to order service from the local telephone company.

.312 New Systems. The installation of new telephone systems will normally be accomplished by the competitive procurement process. It is recognized that the number of potential sources for competition may be limited or even nonexistent; however, Publication 41, *Postal Contracting Manual* , requires formal advertising when competition is available, except where impracticable and infeasible.

.313 Major Modifications. Major modifications to existing systems will also be accomplished by the competitive procurement process. A major modification is defined as upgrading an existing system to include the addition of more than 15 main stations or any change that will incur a one-time cost in excess of $1,500.00.

.32 Competitive Procurement

.321 Methods.

Telephone systems for all postal facilities are procured competitively by the regional Contracts and Supply Management Branch, according to detailed specifications developed by the regional or Headquarters telecommunications staff.

.322 Exceptions to Competitive Procurement.

a. Requests for waivers to the competitive procurement process in favor of the local operating telephone company for new systems consisting of 15 or less main stations will be forwarded through channels to the MSC, district office, and Regional Procurement Division for review, evaluation, and approval-disapproval action. Waivers may only be granted in favor of the local operating tariffed telephone company. If the request is not approved by any office within the review channel it is returned to the requesting office without referral. Requests should be accompanied by a complete justification for the waiver.

b. All other requests for exceptions to the competitive procurement process must be forwarded through channels to the MSC, district, Regional Procurement Division and Telecommunications Division at Headquarters for review and evaluation. The Telecommunications Division forwards favorably considered requests to the APMG, Procurement and Supply, for final approval-disapproval if the request is not approved by any office within the review channel it will be returned to the requesting office without referral.

362.4 Common Carrier Tariffs and Rates

.41 Rate Structures

.411 Message Unit. Under this structure, charges for local calls are based on automatically-metered message units. A message unit may equate to one local call, a period of time such as 5 minutes or a combination of both. For example, a local call exceeding 5 minutes could equal two calls. In other cases a single message unit equates to one local call regardless of time. Under this structure the recurring rental rates for trunks, telephone instruments, and key equipment are generally lower than under the flat rate structure.

.412 Flat Rate. Under this structure, there is no charge for local calls, but the recurring rates for trunks, telephone instruments and key equipment are generally higher.

.413 Selection. The tariff or rate choices that are available should be determined from the local telephone company and the most economical service determined on the basis of message usage and cost of a minimum 3-month period compared with cost of flat-rate service.

.42 Equipment Leases

***.421* Basic Recurring Rate Plan.** Most telephone companies offer two methods of leasing the telephone equipment itself. This normally includes the telephone instruments, key equipment, console, PBX and trunk circuitry. Under the basic lease plan, the equipment is rented or leased to the customer for a fixed period of time for a specified recurring cost, generally on a monthly basis. This cost remains constant, except for periodic authorized rate increases.

.422 Two-Tier Contract Rate. Under this method of leasing equipment the telephone company will offer a two-tier contract with tiers "A" and "B". This method is defined as follows:

a. Tier "A". This equates to equipment capitalization costs for the telephone instruments, key equipment, console, PBX and other miscellaneous equipment. The tier "A" cost may normally be paid initially in a lump sum or in fixed amounts over an established period. The cost does not change and is eliminated at the end of the established period. However, title to the equipment never passes to the Postal Service.

b. Tier "B". This equates to the lease of associated telephone circuitry and maintenance of the equipment. This cost is a continuing recurring cost and is subject to periodic authorized rate increases.

.423 Procedures. It is the general policy of the Postal Service not to enter into two-tier contracts. However, exceptions may be granted when the combined, recurring tier "A" and tier "B" rates do not exceed the basic monthly rate referenced in 362.421. This generally occurs only on a lease plan in excess of 5 years, with the contract carrying a termination liability clause. In all cases before entering into a two-tier contract, prior Headquarters approved must be obtained. Forward requests through MSC, district, and Regional Procurement Division, to the Telecommunications Division, for final review and approval or disapproval. If the request is not approved at any office within the review channel, it is returned to the requesting office without referral.

.43 Rate Changes. Advise the appropriate PDC of all service rate changes. A copy of the notice from the regulating body announcing the new rate should also be forwarded to the PDC and appropriate Regional Administration Branch.

.44 Federal Tax. Federal tax is not applicable to official telephone service or toll calls.

.45 Examination of Monthly Invoices. Examine monthly invoices to insure that only official obligations are paid from postal funds. Mark personal toll calls to distinguish them from official calls.

362.5 Directory Listings

.51 Requirements

Where telephone service is authorized, the main telephone number will be listed in the official directory of the local telephone company. If a nonpublished number is authorized, it must be in addition to the published number. Where authorized by the telephone company, street addresses of the various offices, branches, and stations will also be included in the directory. The maximum visibility possible through directory listings is encouraged. As a minimum, each major office element should be included in the directory listing. This reduces the need to assign postal employees to duties as telephone information operators.

.52 Assuring Accuracy

Check listings in the telephone directory prior to the issuance of each new directory to insure that both regular and night listings are correct. Also periodically check the post office directory to insure all listings are current.

.53 Night Listings

Night telephone service should be established at all offices served by a PBX switchboard or key dial telephone system. Night listings should also be placed in the telephone company directory. Central office trunks assigned as night connections should not be in rotary.

362.6 Joint-Service Telephone Switchboards

.61 USPS Joint-Service Switchboards

.611 Equipment Records.

a. Obtain from the telephone company an itemized list by agency of common equipment telephone stations, key equipment, and other miscellaneous telephone equipment in use or to be used with the joint-service telephone system.

b. Use the list as verification of the monthly telephone equipment invoice. Make adjustments to this list as they occur.

c. Prepare and maintain telephone equipment record cards based on this information for the common equipment, for each main station number in use, and for each new station number assignment. A duplicate copy of this record will be furnished to the GSA Regional Communications Officer. Show the following information on telephone equipment record cards.

(*1*) Main station number.
(*2*) Name of agency or department requesting or receiving service (include sub-division or units).
(*3*) Address of agency or department.
(*4*) Room number where station is located.
(*5*) Requisition service order number assigned.
(*6*) Number of extension or bridge stations charged to the main station number.
(*7*) List auxiliary equipment such as; pickups, hold buttons, buzzers, light, etc., charged to the station.
(*8*) List other main station numbers that can be picked up by this main station.
(*9*) Enter the date service was installed.
(*10*) Enter the date service was discontinued.

d. GSA Form 169, *Telephone Equipment Record Card*, can be obtained from the GSA Regional Communications Officer for use in the maintenance of required records.

.612 Ordering Service.

a. Nonpostal agencies such as credit unions, employee organizations, etc.) will forward requests for new or changes in service to the postmaster or field manager on SF 145, *Order for Telephone Service*. Honor such requests, if within the capacity of the PBX system, without referral to MSC, Region, or Headquarters. Obtain any necessary assistance from the local telephone company in the preparation of the technical section of SF 145.

b. Postal facilities should follow instructions in 362.24 for the installation of minor telephone equipment (e.g., main or extension stations and miscellaneous key equipment). Such requests should be made to the postmaster of field manager.

c. The postmaster or field manager prepares the requests for service changes in original with five copies, from the information contained on the SF 145. Use GSA Form 20, *Telephone Service Order*. The form may be obtained from the GSA Regional Communications Officer. Distribute copies of the service change requests as follows:

(*1*) Original to telephone company.
(*2*) Three copies to GSA Regional Communications Officer.
(*3*) One copy including a copy of SF 145, to agency requesting service.
(*4*) One copy retained in postal files.

d. Service change requests should contain the following information:

(*1*) Agency or department requesting service (show sub-division if any).
(*2*) Address of requesting agency or department.
(*3*) Room number where work is to be performed.
(*4*) Switchboard contract number.
(*5*) Service order assigned by ordering agency (post office).
(*6*) Type of work to be accomplished, connect or disconnect. Furnish as much information as possible to the telephone company, including: (a) main station number assigned; (b) number of extensions to be billed against main station; (c) miscellaneous key equipment associated with the main station or extension stations; (d) date of completion of connect or disconnect. This will be entered on file copy after work has been completed.

e. Service order should be signed by the local procurement officer.

f. Forward request for major changes in accordance with 362.22 or 362.23 as applicable.

.613 Billing

a. The salaries required for operators, supervisors, and clerical personnel (including leave and relief time operators), related to the operation of the joint-service telephone system are paid from postal funds. GSA makes complete reimbursement to the Postal Service. GSA then bills each agency, including the Postal Service, for its prorata share of the telephone service.

b. The postmaster or field manager maintains a record of all workhours specified in 362.613a by salary rate relative to the operation of the telephone system. Extended hours coverage is chargeable to agencies, including GSA, who request such coverage.

c. Postmasters or field managers prepare Form 1902, *Justification for Billing Accounts Receivable*, at the close of each accounting period. This form shows workhour costs occurring during the accounting period, including an appropriate percentage of fringe benefits. Extended hours must be itemized by agency. Forward the original and three copies to the appropriate PDC. Retain one copy for local files.

d. Since charges for the operation of the telephone system are based on the number of instruments used by individual agencies in proportion to the total number of telephone instruments in the system at the end of the billing period, the total number of telephone instruments in use must be shown on Form 1902. Also show the number of instruments specifically in use by the Postal Service. This will assist in verification of the charges when GSA billing is received.

e. Upon receipt of Form 1902 from a postal facility, the PDC completes the form, records the amount as an account receivable in the usual manner, and forwards the original and two copies to GSA.

.62 GSA-Operated Switchboards

.621 Monthly Statements. GSA sends a monthly statement on GSA Form 789, *Statement, Voucher, and Schedule of Withdrawals and Credit*, to all postal facilities receiving service from the joint-service switchboard. Payment for this service is made directly from the postal facility to GSA.

.622 Simplified Intra-Governmental Billings and Collections (SIBAC)

a. GSA sends a monthly statement on TFS Form 7306, *Paid Billing Statement for SIBAC Transactions-Summary* and GSA Form 952, *Detailed Billing*, to the St. Louis PDC. The St. Louis PDC mails a copy of the GSA Form 952 to all postal facilities receiving services from joint switchboards. Payment for this service is made from the Postal Service's account at the Treasury Department. No payment is made by postal facilities based on the GSA Form 952.

b. Cost distribution of these expenses is made by the St. Louis PDC and appropriate charges allocated by office by the PDC, as shown on the Detailed Billing Listing. Offices receiving copies of the Billing Listing from the St. Louis PDC must verify the validity of charges indicated thereon and should questionable expenses appear, they should contact the GSA Chief Operator, for clarification. If improper, the St. Louis PDC should be contacted for possible charge back action.

362.7 Long Distance Calls

.71 Federal Telecommunications System (FTS)

.711 Description. The FTS provides a direct-dialing user-to-user telephone service between approximately 500 principal areas of Government activities in the United States. When available, this system is used in lieu of commercial long distance toll calls. Instructions for use of the FTS and a list of participating cities are contained in the *Federal Telecommunications System User's Guide* published by the GSA. Changes in procedures, deletions, and additions to this guide are furnished to postal field organizations.

.712 Charges. FTS charges for postal field organizations will be paid by Headquarters based on GSA quarterly billing and then charged back to the Regions based on GSA-furnished sampling call data.

.713 FTS Use. Where FTS is available, full use must be made of these facilities. FTS should be the only medium for placing calls between FTS areas except when the switchboard is closed.

.714 Delayed and Operator Assisted Calls. When an FTS call is unduly delayed because of busy FTS circuits or for any other reason, the caller should dial the appropriate FTS assistance operator and ask for assistance. If it is necessary for the FTS operator to place the call on commercial toll circuits that call will be charged to the FTS. The method of contacting the local FTS operators varies with location because of differences in systems and local telephone company practices. Normally, this information may be obtained from the U.S. Government listing in the commercial telephone directory under the heading: FTS Assistance Operator.

.715 Other FTS Uses. The FTS may also be used for the transmission of data including facsimile information. However, the use of the FTS for these purposes is limited and strictly controlled by GSA. The approval of both GSA and the Telecommunications Division, MISD, must be on a case-by-case basis before using FTS for these types of transmission.

.72 Official Commercial Toll Charges

.721 Code Billing. Some telephone companies provide for code billings of commercial toll long distance telephone calls. Arrangements can be made with the local company to have this code billing preface the toll call listings and charges on the telephone company statement. The code may be in the form of:

a. AMA or QZ Billing. A code number assigned to a station or stations.

b. Trunk Billing. Trunk numbers assigned for the placement of toll long distance calls.

c. Extension Number Billing. The extension number furnished the telephone operator when placing a long distance call.

.722 GSA Liability. GSA will assume liability for all commercial long distance calls placed by Postal Service FTS operators. Any of the codes in 362.721 may be assigned for such calling.

362.8 Pay Telephone Stations

.81 USPS-Controlled Space

The Postal Service encourages the installation of pay telephone stations in locations that serve the public as well as employees. Enough pay stations should be provided to eliminate the need to use official telephones for personal calls. Consideration should be given the handicapped when authorizing the installation of a pay telephone station.

.82 Procedures for Installation

.821 Negotiations with Telephone Companies. The postmaster or field manager is responsible for negotiating with the telephone company for the installation of pay stations.

.822 Collections Remittance. When remitting collections from pay stations, the telephone company furnishes the postmaster or field manager data showing:

a. The identification of individual pay stations by exchange number or group of pay stations by code number, whichever is applicable.

b. The collection and commission from each pay station, or the total collection and commission from all pay stations, exclusive of Federal tax, whichever is applicable.

c. The inclusive period covered by the remittance.

.83 Letters of Agreement

.831 Postmasters or field managers with contracting authority enter into letters of agreement and maintain official files for all pay telephone stations installed in postal facilities within their jurisdiction. The original or official copy is retained in the files of the concerned postal facility. Copies are provided to the Regional Procurement Division manager. The format for the letter of agreement is shown in Exhibit 362.83.

.832 At the option of the postmaster or field manager, this letter may be modified to delete the requirement for the telephone company to make good any damage or injury to the building caused by the installation, operation maintenance, and removal of the telephone equipment, when the pay phone(s) have been installed for the convenience of the Postal Service; for example, in a swing room or cafeteria. When the pay phone(s) are installed at the request of the telephone company in order to produce revenue for the telephone company, this requirement may not be waived.

.84 Commissions Received

The postmaster or field manager verifies correctness of commissions received and deposits them as nonpostal receipts in general revenue A/C 44030.

362.9 Management and Cost Control

.91 Reduction of Telephone Cost

.911 System. Almost all new and some present telephone systems may be programmed or wired to restrict individual or groups of telephone stations from particular types of calls. (For example, stations can be restricted from direct access to FTS lines or from direct toll dialing.) These restrictions assist the manager in controlling telephone costs, and should be used when available. Where not available, the manager must emphasize by other means that official telephones should only be used for authorized calls.

.912 User

a. Make commercial long distance or toll charges only when other means of communication will not suffice.

b. When commercial long distance or toll charges are necessary, reduce the length of the call to a minimum.

.913 Equipment

a. A continuous analysis of telephone instruments and trunk lines must be made and unessential equipment removed.

b. The use of extension or branch station instruments as opposed to main stations should be emphasized. This is especially important where off-premise extensions (OPX) are utilized as extensions of the main Postal Service PBX, and OPX mileage is involved. It is also important in facilities where straight business telephones are used. The difference in cost of two business lines as opposed to one business line with an extension or branch instrument can be as much as 45%.

.914 Management. Continual managerial surveillance must be exercised to assure that official telephones are not used for personal reasons, except for a bonafide emergency. In many metropolitan areas of the United States, all local calls from business and Federal establishments are based on message units. In some areas the message units are timed from 3 to 5 minutes. Telephone company metering equipment measures the number of units used and bills for the total number of message units used. Message unit charges are as much as .11 per unit and the metering equipment cannot distinguish between an official and personal call.

LETTER OF AGREEMENT
UNITED STATES POSTAL SERVICE

Authorization for
Public Pay Station
Telephone[1]

Initials
and
Date

Gentlemen:

You are authorized to install and operate the following public pay station telephones in the building indicated.

It is understood that this installation will be in a manner and at a location satisfactory to the undersigned, and that all electrical work must be in accordance with the code of the National Board of Fire Underwriters, and without expenses to the Postal Service. Further, applicable established rates of public telephone commission will be paid and no minimum is guaranteed by the Postal Service. It is also agreed that the telephone company, at the time of making remittance, must furnish the postmaster data showing:

a. Identification of individual pay station by exchange number or group of pay stations by code number, whichever is applicable.

b. The collection and commission from each pay station or the total collection and commission from all pay stations exclusive of Federal tax, whichever is applicable.

c. Inclusive period covered by the remittance.

As soon as practicable after collections are made, all checks must be drawn to the order of the postmaster and the remittance, either by cash or check, delivered to him. It is also understood that (a) this authority and acceptance may be terminated by either party on 10 days written notice, and (b) when terminated, the equipment must be removed promptly and the telephone company must make good any damage or injury to the building caused by the installation, operation, maintenance, and removal of the telephone equipment.

Building title ....

Location (street, city and State) ....

USPS-owned .... **Leased or rented** ....

Location of phone in building .... **Number of Installations** ....

Type of equipment:

Shelf or wall bracket ....

Rate of Commission ....

Acceptance by Telephone Company:

Contractor consents to performance subject to conditions enumerated above:

....

Signature and title of official (or owner) of telephone company — Signature of authorized postal official

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[1] Insert name of local telephone company and individual telephone number or group symbol of public pay stations.

Exhibit 362.93. Format for Letter of Agreement

.92 Monitoring Telephone Calls

The monitoring of telephone calls consists of recording all or parts of telephone conversations by a third party or by the use of an electronic or mechanical recording device. Use of these techniques on either internal or external telephone calls without the mutual consent of the parties concerned is prohibited. Participation of a third party in any telephone conversation without the express knowledge and consent of both caller and person called is also prohibited. All postal facilities must comply with this policy without exception.

.93 Telephone Service for Accredited Organizations

.931 Telephone service may be furnished on a reimbursable basis to organizations such as credit unions, canteens and employee organizations. The FTS may not be used by these accredited organizations.

363 Telegrams and Mailgrams

363.1 Telegram Use

Telegrams are sent over the Public Message Service only when the subject matter cannot be handled by other more economical means in sufficient time. (For example, a Mailgram is a more economical method of transmitting priority communications than a telegram.) When used and sent late in the day, telegrams must be sent at the night rate.

363.2 Mailgram Use

Mailgrams will only be used when the mail service and in-house administrative teletype network will not suffice.

364 Administrative Teletype Network

364.1 Service Offered

The administrative teletype (TWX) network was established to improve communications capabilities to, from, and between Postal Service facilities. The network links Headquarters with Regions, districts, and all MSCs. It is also interconnected to various other postal facilities throughout the country such as ADPCs, PDCs, Airmail Facilities (AMFs), BMCs, and Inspection Service offices.

364.2 Responsibility

The Telecommunications Division has responsibility for planning, installations, inventory, and network control. This includes requests for new equipment installations, discontinuance of service, and relocations of equipment from one building to another or one Facility to another either intra or intercity. Movements within the same building may be accomplished locally without referral.

364.3 Procedures

.31 New Installation.

.311 Requests for new installations are sent through the MSC, district, and Regional Procurement Division to the Telecommunications Division for final review and approval-disapproval. If the request is disapproved at any management level in the review channel it will be returned to the requesting office without referral. Requests must be accompanied by complete justification and should be submitted in time to reach Headquarters at least 60 days prior to anticipated utilization.

.312 Requests must include the following data:

a. Type of facility in which the equipment will be used.

b. Explanation of intended use.

c. Street address to include name of facility, room number, street address, and ZIP Code. Identifications such as Federal Square, Main Post Office, etc., are not acceptable alone. If room numbers are not available, identify the desired equipment location within the building.

d. Name, title, and phone number of local contact. Both FTS and local commercial phone numbers with area codes are necessary.

.32 Relocation

Requests for relocation of equipment must be submitted as in 364.31 and must include the following:

a. TWX access number.

b. Equipment serial number.

c. Type of facility in which the machine is to be located.

d. Explanation of intended use at the new location.

e. Present street address to include name of facility, room number, street address and ZIP Code. Identifications such as Federal Square, Main Post Office, etc., are not acceptable alone. If room numbers are not available, identify the location of the equipment within the building.

f. Proposed new location. Provide the same information as in e.

g. Name, title and phone number of local contact. Both FTS and local commercial phone numbers with area codes are necessary.

.33 Discontinuance

Existing service may not be discontinued without prior approval of the Telecommunications Division. Submit requests for discontinuance as in 364.31, except allow 30 days for service disconnect. The Telecommunications Division provides shipping or disposal instructions for excess equipment. The following data must be included with the request:

a. TWX access number.

b. Equipment serial number.

c. Type of facility in which the equipment is located.

d. Reason for discontinuance of service.

e. Location of equipment to include name of facility, room number, street address and ZIP Code. Identifications such as Federal Square, Main Post Office, etc., are not acceptable alone. Also where room numbers are not available, identify the location of the equipment within the building.

f. Name, title and phone number of local contact. Both FTS and local commercial phone numbers with area codes are necessary.

364.4 Forms Used

.41 Message Form

.411 ***Purpose.*** Use Form 320, *Telecommunications Message,* when preparing official messages for transmission by the Public Message Service (Western Union Telegraph Company), TWX (Administrative Teletype Network) or other electrical means of message transmission.

.412 ***Field Activities.*** When preparing messages on Form 320, use double space and type in capital letters. Complete designated blocks as applicable and number each page. Field personnel using the TWX network should be aware that a multiple-addressed message increases in cost in proportion to the number of addresses. For example, a 50-word message transmitted to one location can cost $1 or less. The same message multiple-addressed to several locations will increase in cost by approximately the number of addresses.

.413 ***Headquarters Activities.***

a. Preparation. When preparing messages on Form 320, use double space and type in capital letters. Complete designated blocks as applicable and number each page.

b. PMS Transmission. If the message is to be transmitted by the Public Message Service, the priority of the message may be designated in the priority block. Priorities are: *Full Rate, Day Letter,* and *Night Letter.* Always insert your finance number in the accounting block. When counting the number of lines, each separate line, including address and signature, is counted as a line. Indicate security classification in the security block if applicable. All messages must be signed by at least a branch manager.

c. TWX Transmission. Headquarters personnel using the TWX network should also be aware that a multipled addressed message increases in proportion to the number of addresses. A ten line message sent to a single location may cost as little as $1 or less; the same message transmitted as an "A" or "B" message (multiple-addressed to all stations) will cost approximately $500.

.42 Logs

Each facility on the TWX network must maintain Forms 1635-A, *Incoming Teletype Message Log* and 1635-B, *Outgoing Teletype Message Log,* for each teletype machine in the facility. Retain logs for one year.

365 Data Transmission (reserved)

366 Intercommunications and Sound Systems

366.1 Equipment Applications

This equipment, functional to mechanized operations, is generally furnished only to large postal facilities. It is not intended that such equipment be installed for administrative activities in facilities equipped with telephone systems that have intercom capabilities.

366.2 Channels of Request

Submit requests for acquisition and installation of intercommunications and sound equipment to the MSC, district, and Regional administration branch for final review and approval-disapproval. If the request is disapproved at any management level in the review channel it will be returned to the requesting office without referral. Requests must contain complete justification, including the following data:

a. Postal Service necessity.

b. Estimated cost reduction in work hours and equipment, with the rationale used to arrive at these figures.

367 Radio Systems (reserved)

368 Television Systems (reserved)

370 Printing, Copying, and Duplicating

371 General

371.1 Regulatory Considerations

Printing and duplicating are costly, and subject to control and scrutiny by Congress, Office of Management and Budget, General Accounting Office, and the Government Printing Office (GPO). Costs are increased unless there is adequate planning, administrative control, and use of standard production economies. Postal installations producing or procuring printing, duplicating, or related services must comply with regulations and procedures in this subchapter, as well as with local monetary limitations.

371.2 Policies

.21 Printing and Duplicating

All printing and duplicating produced by and for postal installations must pertain to the mission of the Postal Service. Requesters and producers will review material to ensure (a) that nonessential printing and duplicating are eliminated, and (b) that printed and duplicated material is planned, edited, produced, and distributed economically.

.22 Centralization

Duplicating and related services and equipment will be centralized when more than one postal facility are located in the same building or vicinity.

371.3 Definitions

.31 Processes

.311 Printing. A production process which includes composition (such as typesetting), platemaking, presswork, binding, and microform, except as defined under duplicating.

.312 Copying. Reproduction of documents by processes such as photocopying, diazo, or electrostatic process.

.313 Duplicating. Reproduction by a process such as offset, spirit, or stencil, in a postal unit other than an authorized printing plant. The production limits of duplicating are: up to 5,000 copies of any one page or 25,000 copies per job of multiple pages.

.32 Types of Printing

.321 Headquarters Printing. Printing produced at or through Headquarters for use anywhere in the Postal Service.

.322 Field Printing. All printing produced in authorized government plants or through GPO's Regional Printing Procurement Offices (RPPOs), which originates and is for use primarily in the geographic area of origin.

.323 Commercial Field Printing. All printing procured from commercial sources that originates and is for use primarily in the geographic area of origin.

.33 Printing and Duplicating Terms

.331 Camera Copy. Any furnished material (typewritten copy, pictures, artwork, etc.) ready to photograph for subsequent printing.

.332 Manuscript. Any material (typewritten, handwritten, or excerpts from previously printed material) that will be composed in type before printing.

.333 Composition. Text or tabular material that has been typeset. May include charts, tables, text, and illustrations.

.334 Presswork. Reproduction of printed matter using a duplicator or printing press. Includes offset, letterpress, stencil, or spirit processes.

.335 Blank books. General printed books carried as stock items and requiring no additional printing after receipt. Includes ledgers, logs, record books, etc.

.34 Microform

Any product produced in miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material, but not including microfilming of administrative records, accounting reports, or similar items reproduced with fewer than 250 copies.

371.4 Responsibilities

.41 Overall

The Printing Division, Procurement and Supply Department, at Headquarters, is the USPS authority on printing, duplicating, and copying (including microform production), and is responsible for:

a. Promoting effectiveness and economy in these areas.

b. Supervising and making policy for the Headquarters Printing Plant.

c. Disallowing any request for printing or duplicating if the material is inaccurate, improper, or unnecessary.

d. Maintaining liaison with the Joint Committee on Printing (JCP), GPO, and all other government agencies, on all printing and duplicating matters.

e. Approving requests for some duplicating and related equipment. (see 373).

f. Serving as a member of Headquarters Procurement and Supply Management Assistance Team, which conducts onsite surveys of duplicating facilities and field printing.

g. Providing technical assistance to regional offices, PDCs, and post offices for consolidating and centralizing duplicating facilities, when feasible and economical.

.42 Regions and Field

Regional and district offices, MSCs and post offices must each designate a staff level official (administrative manager) to approve requests for printing, duplicating, and copying (both paper and microform). Duties of these administrative managers are:

a. Check requests to ensure that material is necessary, up-to-date, accurate, and complies with USPS policies and procedures.

b. Study existing equipment systems to assess the need for improvements and show, with a cost comparison, the economic worth of investment in equipment systems.

c. Assure that duplicating and copying activities perform properly and economically.

d. Centralize duplicating activities as in 371.22.

e. Maintain records of duplicating equipment used, and cost and production data on copying and duplicating equipment.

f. Review JCP reports for accuracy before forwarding to next higher level.

g. Review duplicating procedures and record keeping to ensure their adequacy.

h. Centralize the control and printing of forms authorized for local reproduction, to avoid duplicate printing requests and uncontrolled storage.

371.5 Legal Considerations

.51 Reproducing Copyrighted Material

.511 Policy. The rights of the copyright owner must be recognized, and permission must be obtained, any time reproduction of copyrighted material exceeds *fair use*. (See 17 U.S.C. and 107, as enacted by P.L. 94-553.) Public Law 86-726 does not relieve the government from liability for infringement of a copyright. This statute established the Court of Claims as the forum in which actions for copyright infringement by the government may be heard.

.512 Procedure. On each piece or portion of copyrighted material reproduced, the following information must appear: *copyright*, (name of proprietor), (date of copyright). This avoids further infringement by persons who would otherwise be unaware that the material is copyrighted.

.513 Responsibility. The office requesting reproduction is responsible for ensuring that the copyright notice is on all reproduced copyrighted work.

.52 Copyrighting USPS Material

Consider copyrighting in the name of the Postal Service any publications intended for distribution to the public, including pamphlets and newsletters, if they are considered important enough to warrant control by the USPS now or in the future. Information concerning the copyright procedure may be obtained from the Patent Counsel, Law Department, at Headquarters.

.53 Trademarks and Service Marks

.531 Registered Marks. The following are registered trademarks and service marks of the Postal Service:

United States Postal Service
U.S. Mail
Express Mail
Express Mail Custom Designed Service
Express Mail Programmed Service
First-Class Mail
Here Today . . . There tomorrow
Mr. ZIP
Postique
ZIP Code

USPS emblem

International Express
Mail logotype

The USPS corporate identification color scheme.

.532 Requirements. Proper use of these registered marks includes the following:

a. The initial letters of the marks must be capitalized, to distinguish them from terms that are not used as trademarks. (For example *Express Mail* is capitalized; *registered mail*, which is not a trademark, is not.)

b. The trademarks must be used in the form listed in 371.531. (For example, *Express Mail Custom Designed Service*, not *Custom Designed Express Mail; ZIP Code*, not *Zip Code; First-Class Mail*, not *First Class Mail.*

c. Registered marks must also be identified by the encircled ®, which is evidence of registration, except:

(1) When used in the body of a text; or

(2) The USPS emblem when used on letterheads or business cards.

.533 Common Law Marks. The Postal Service has additional trademarks which have not yet been registered. The requirements of 371.532a apply to these "common law" marks, and they must be used in the form listed below, but they are not identified by the encircled ®. Instead, the superscript initials ™ can be used to identify them. The common law trademarks and service marks of the Postal Service, for which registration is pending or proposed, include:

CON-CON
E-COM (and the E-COM envelope and indices design.
Express Mail Metro Service
Express Mail Next Day Service
Express Mail Same Day Airport Service
INTELPOST (and the INTELPOST logotype)
Presort
The Benjamin Franklin Stamp Club logotype
The puppet figure Elwood P. Zap

.534 Reference. Additions to the list of Postal Service trademarks are announced periodically in the Postal Bulletin. Specific questions concerning proper use of the Postal Service's trademarks and service marks, and examples of their apparent misuse by others may be directed to the Procurement Division, Office of Contracts and Property Law, Law Department, at Headquarters.

371.6 Restrictions

.61 Duplicating

.611 Quantities. No more than 5,000 production units of any one page may be produced in-house. Multiple-page jobs may not exceed 25,000 total production units (pages multiplied by number of copies). Jobs requiring greater quantities must be procured as printing (field or commercial field). (See 374.)

.612 Offset Duplicators. Plates made from reusable contact negatives or positives prepared with a camera requiring a darkroom are not to be used on offset duplicators in field facilities.

.62 Printing Included in Contracts

.621 Contractors should not become primary or substantial sources of printing. Therefore, the purchase of printing within contracts for the manufacture or operation of equipment or for services (e.g., architectural, engineering, or research) is prohibited unless:

a. Directives and Forms Division approves, and
b. Printing Division determines that the work is nonroutine. See 5-500(b)(ii), Pub. 41, *Postal Contracting Manual* (PCM).

.622 For this restriction, a requirement for a contractor to duplicate fewer than 5,000 copies of one page or fewer than 25,000 copies total of multiple pages, with maximum image of 10-¾ by 11-¼ inches, is not considered printing.

.63 Procurement

.631 Blank Books. May be procured commercially if:

a. They are not available through GSA.
b. They do not require printing or binding.
c. No order(s) exceeds $500 for each type in any one year.

.632 Calendars. Only standard government desk and wall calendars are authorized. They must be ordered from GSA using FEDSTRIP procedures.

.64 Directives and Forms

.641 Official Issuances. Reprinting directives and other official issuances is prohibited unless approved by Directives and Forms Division.

.642 Forms. Forms may not be reproduced or printed locally without prior approval of Directives and Forms Division.

.643 Free Distribution. Field installations may not distribute more than 50 free copies of any USPS publication to any private individual or organization, without prior approval of Directives and Forms Division, unless the production cost of the distributed publications is less than $100. Requests for approval must state the number and title of the publication, quantity desired, and name of person or organization to receive it. This restriction also applies to free distribution in bulk of any material to private individuals or organizations for redistribution to their mailing lists.

.644 Identifying Publications. All printed documents and publications must include the name of the issuing branch, division, or office, and the date of issuance.

.645 Posters, Signs, and Notices. Printing of local posters, signs, and notices must be approved by the Regional Postmaster General and the department or office at Headquarters with interest in the subject.

.65 Standards

.651 Paper. Use the *Government Paper Specification Standards* in preparing procurement documents for paper stocks and in specifying paper stocks for printing or duplicating use. Regional general managers, procurement division, have copies of the standards.

.652 Letterheads and Envelopes. Standards for paper size, grade, and weight, and for colors of ink and paper, when used for official USPS correspondence, are in Publication 24, *Supply Catalog.*

.66 Printing Prohibitions

.661 Greeting Cards. No printing or engraving of greeting cards at USPS expense.

.662 Commercial Advertisements. Printed material may not contain any advertisements by or for any private individual, firm, or corporation, or any material that implies in any way that the Postal Service endorses or favors a specific commercial project, commodity, or service.

.663 Private or Commercial Work. No printing or duplicating of a private or commercial nature may be done at any USPS installation even though the Postal Service is reimbursed.

.664 Stationery

a. *Embossed.* Embossed or thermographic stationery may not be printed.

b. *Personalized.* Printing or overprinting names of officials or telephone numbers on official stationery is prohibited.

.665 Color Printing.

a. Printing in two or more colors is prohibited, except when (1) additional colors provide a functional value to the work, and (2) prior approval is obtained from the appropriate APMG or RPMG or designee. Requests for additional colors must include a layout of the work, the cost for extra colors, and detailed explanation of the functional value.

b. Situations justifying multicolor printing include:
- (*1*) Maps and technical diagrams using additional color for clarity.
- (*2*) Easier identification of objects such as flags, uniforms, etc.
- (*3*) Promotional or motivational purposes such as safety programs, savings bond drives.

c. Situations not justifying multicolor printing:
- (*1*) Additional color used primarily for decorative effect.
- (*2*) Additional color used primarily in lieu of effective layout and design.
- (*3*) Additional color used excessively, e.g. four colors, when two or three would suffice.

.67 Artwork and Credits

.671 Art Signatures. Signatures on artwork must be in proportion and relation to the design. Signatures of technical illustrators, designers, typographers, or layout artists are not printed.

.672 Illustrations. If illustrations are used, they must:

a. Relate directly to the subject to explain the text.
b. Not serve to aggrandize any individual.
c. Be in good taste.
d. Be restricted to the minimum size necessary to accomplish their purpose.

.673 Courtesy Credit Lines.

a. When uncopyrighted material is contributed or loaned, courtesy credit lines are permitted. They must be in the smallest practical type face, subordinate to both text and illustration.

b. No credit is given when this material is purchased.

c. When such material comes from a single nongovernmental source, credit is given in an undisplayed preliminary paragraph, instead of being repeated on individual pages.

d. Employee bylines in USPS publications are limited to authors and photographers who have articles and photographs in the publication. The byline is printed right next to the article or picture created.

e. Authors' names are not printed on covers of publications to identify authorship. This restriction does not apply to backstrips (spines), self-covers, or title pages.

f. Printed mastheads of USPS newsletters or bulletins must include U.S. **Postal Service** and the name of the issuing office. Names of the office head, managing editor, sports editor, photo editor, and art director, or their editorial equivalents, are the only additional names that may be included.

.68 Mailing

.681 Mailing Lists. All postal installations must revise their mailing lists at least once a year. This minimizes material being improperly addressed or mailed to persons who no longer want it. Use titles on mailing lists instead of names, to reduce cost of list maintenance.

.682 Self-Mailer Technique. Print the penalty indicia, return address, and mailing address directly on materials rather than envelopes, whenever feasible and economical.

372 Reproducing Local Publications

372.1 Types of Publications

Local publications are formal issuances such as manuals, handbooks, pamphlets, booklets, brochures, and newsletters. Office memoranda, schemes, internal circulars, schedules, etc. are not included.

372.2 Publication Criteria

Postmasters must consider the following before requesting approval for a publication:

a. *Necessity.* Local publications must be essential to the Postal Service.

b. *Repetition.* Avoid repeating instructions in the manuals, Postal Bulletin, or other official directives.

c. *Cost.* An estimated cost per page of $150 is considered reasonable. In estimating cost, include such factors as salaries, draft preparation, approval time, printing materials and equipment, and general overhead.

d. *Contents.* If material has nationwide interest, the postmaster should request that the region consider proposing a national publication. Regions should submit any such proposal to the appropriate Headquarters department for consideration.

e. *Conformity.* Publications must conform to regulations.

372.3 Newsletters

.31 Policy

Post offices with an employee complement of 250 or more are encouraged to publish a regularly issued employee newsletter.

.32 Procedures

See 342.2 for advice and assistance.

.33 Requirements

.331 Contents. All material used in local newsletters must be approved by the postmaster/facility manager in charge of the issuing office and conform to postal policies. For questions on policy, seek clarification from the regional general manager of communications, or from the RPMG or designee.

.332 Restrictions. Newsletters may not initiate or amend instructions, procedures, or reports, or change or modify in any way USPS directives or other official publications.

.333 Illustrations. Illustrations such as photographs or line drawings must relate entirely to information essential to the Postal Service, and must be used sparingly. *Example:* An award ceremony.

.334 Reproduction Method. Post offices are not authorized (a) to reproduce, on their own equipment, plates made photomechanically, or (b) to exceed quantity limitations (see 371.61). Newsletters requiring photomechanical plate preparation or copies exceeding limitations must be purchased as printing (see 374).

.335 Cost. Newsletters must be produced economically, e.g., by using 8-½ x 11 inch or 8-½ x 14 inch paper; printed on both sides with minimum margin; one color of ink.

.336 Distribution. Printed copies must be delivered in bulk to stations, branches, lunchrooms, clock areas, and cafeterias, for distribution to employees. However, newsletters may be mailed directly to employees' homes after obtaining authority from the Rates and Classification Department at Headquarters.

.337 Copies. Post offices publishing an employee newsletter must send two copies of each issue to the Public and Employee Communications Department at Headquarters, and one copy to the regional P&EC director.

372.4 Publications Other Than Newsletters

.41 Procedure

Postmasters submit proposed publications in outline form for regional approval, using Form 1576, *Requisition for Duplicating Services*. Include justification for the publication, estimated number of printed pages, quantity to be printed, and a list showing the number to be distributed to each receiving point. If the publication meets the criteria, the region returns the outline to the post office to prepare the final manuscript, and indicates how and where the publication will be reproduced.

.42 File Copies

One copy of each publication printed must be attached to a copy of the Form 1576 and kept in the requisition file for 1 year. The file is post audited periodically as part of the post office inspection.

373 Copying and Duplicating

373.1 General

.11 Use

Copying, duplicating, and related equipment is furnished to field offices for *short-run* administrative work. (See 371.61 for limitations.)

.12 Equipment Authorized

.121 Exhibit 373.12 shows copying, duplicating, and related equipment authorized for field duplicating. Procurement *is not* automatic. Each item must be justified on a demonstrable need basis and approved as indicated.

.122 Names of commercial manufacturers and trade names are provided as examples only. Their inclusion does not imply endorsement by the Postal Service, nor does their exclusion imply nonendorsement.

.13 Production Units

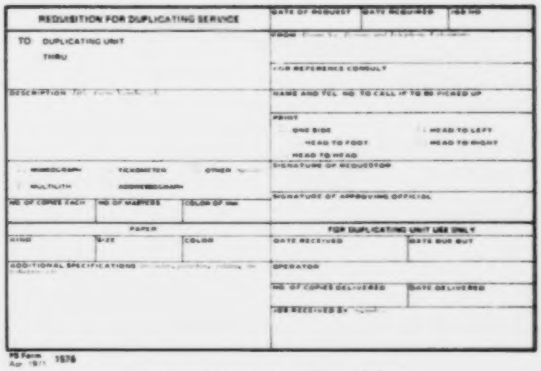
.131 Duplicating. The standard production unit for offset, stencil, spirit, and other duplicating equipment is 8-½ x 11 inches. In determining a production unit, do not consider any fraction of 8 ½ x 11 inches. For example, an 11 x 17 inch press with a maximum image of 10-¾ x 14 ¼ inches has a capacity of more than the standard 8 ½ x 11 inch unit, but it is too small to produce two full 8 ½ x 11 inch units; so the work would be recorded as one unit per impression.

.132 Microform. The standard production unit is one roll of microfilm 100 feet in length, one microfiche, or one aperture card.

373.2 Acquiring Services

.21 Request for Duplicating and Microforms.

Use Form 1576 to request duplicating and related services. (See Exhibit 373.21.) The designated administrative official (371.42) reviews and approves the request and retains one copy of Form 1576 and a sample of the finished job for at least 3 months.



REQUISITION FOR DUPLICATING SERVICE

TO DUPLICATING UNIT

THRU

DESCRIPTION

PRINT

ONE SIDE

HEAD TO FOOT

HEAD TO HEAD

HEAD TO LEFT

HEAD TO RIGHT

MULTILITH

ADDRESSOGRAPH

OTHER

PAPER

KIND

SIZE

COLOR

ADDITIONAL SPECIFICATIONS

FOR DUPLICATING UNIT USE ONLY

OPERATOR

PS Form 1576

Exhibit 373.21 Form 1576

Copying, Duplicating, and Related Equipment Authorized for Field Duplicating Activities

Equipment	Examples or Description	Acquisition subject to approval by:	
		Hq(1)	Region(2)
Copying Machines			
Table top	Apeco, Canon, Dennison, A.B. Dick, Minolta, Mita, OCE, Olivetti, Royal, Savin, Saxon, Sharp, Toshiba, 3M, Xerox, etc.		X
Console	Canon, Eastman Kodak, IBM, Minolta, Pitney-Bowes, Royal, SCM, 3M, Toshiba, Xerox, etc.		X
Color	3M, Xerox, etc.	X	
Offset Platemaking Units	Direct image, not requiring use of negatives		X
Stencil Makers			
Electronic	A.B. Dick, Gestetner, Ditto, etc.		X
Electric	Gestetner, A.B. Dick, Rex Rotary, Roneo, Speed-O-Print, etc.		X
Duplicators			
Offset presses	Single unit, sheet fed, provided maximum sheet size capability is not larger than 11x17 inches and image size is not larger than 10-¾ x 14-¼ inches		X
	Two unit perfecting and/or tandem, sheet-fed or roll-fed (11x17 inches) with maximum image of 10-¾ x 14-¼	X	
Duplicating/Copying Systems			
Equipment that feeds and/or cycles originals, reproduces copies, and sorts and/or staples sets in continuous operation automatically.	Xerox 9500, 9400, 9200, 8200, and 5600; Addressograph-Multigraph TCS-4 and 5; A. B. Dick 1500 and 1600; ITEK 969 and 165/969; and Eastman Kodak Ektaprint 100AF and 150 AF	X	
Addressing Machines			
Automatic and manual	Elliott, Pitney-Bowes, Addressograph, Graphotype, Scriptomatic, etc.		X
Silk Screen Process Unit			
Manual only			X
Inserting and Mailing Machines			
1-4 stations, power-operated	Bell and Howell, Pitney-Bowes, etc.		X
Collating Cabinets			
Electric or manual			X
Collating Machines	Power operated, sheet only, including stacker and/or stitching attachments		X[1]
Cutters, Paper	Power operated, up to 31 inches		X
Drilling Machines	Paper, power operated, up to 3 spindle		X
Folding Machines	Sheet-size capacity 14 x 24 inches or less		X
	Sheet fed, for folding diazo prints (engineer drawings, etc.)		X
Jogging Machines	Power operated, table models only		X
Laminating Machines			X
Packaging and Tying Machines			X
Stitching and Binding Machines	Hand operated and electric table models		X
Stapling Machines	Wire spools or pre-formed staples, power-operated, maximum capacity 7/8 inch single head only		X
Tables	Bindery, gathering, rotary, power-operated		X
Wrapper and/or Banding Machines	Kraft paper of shrink film		X

[1] Acquisition must be reported within 30 days on JCP Form 3 to the Printing Division, Headquarters. (See 376.3.)

.22 Log. Use Form 1858, *Duplicating Control Register,* to log duplicating jobs. Retain these logs for 1 year. (See Exhibit 373.22.)

373.3 Acquiring Equipment

.31 Application. These procedures apply to the purchase, rental, or transfer of copying, duplicating, and related or auxiliary equipment listed in Exhibit 373.12.

.32 Transfer

.321 USPS Excess Equipment. The Procurement Services Office (PSO) manager maintains an inventory of all excess equipment in the region, and is authorized to transfer those items from one installation to another, after appropriate approval by Headquarters or Region as in 373.332.

.322 Other Agency Surplus Equipment. With appropriate approval as in 373.332, the PSO manager may obtain surplus equipment from other Federal agencies.

.33 Purchase or Rent

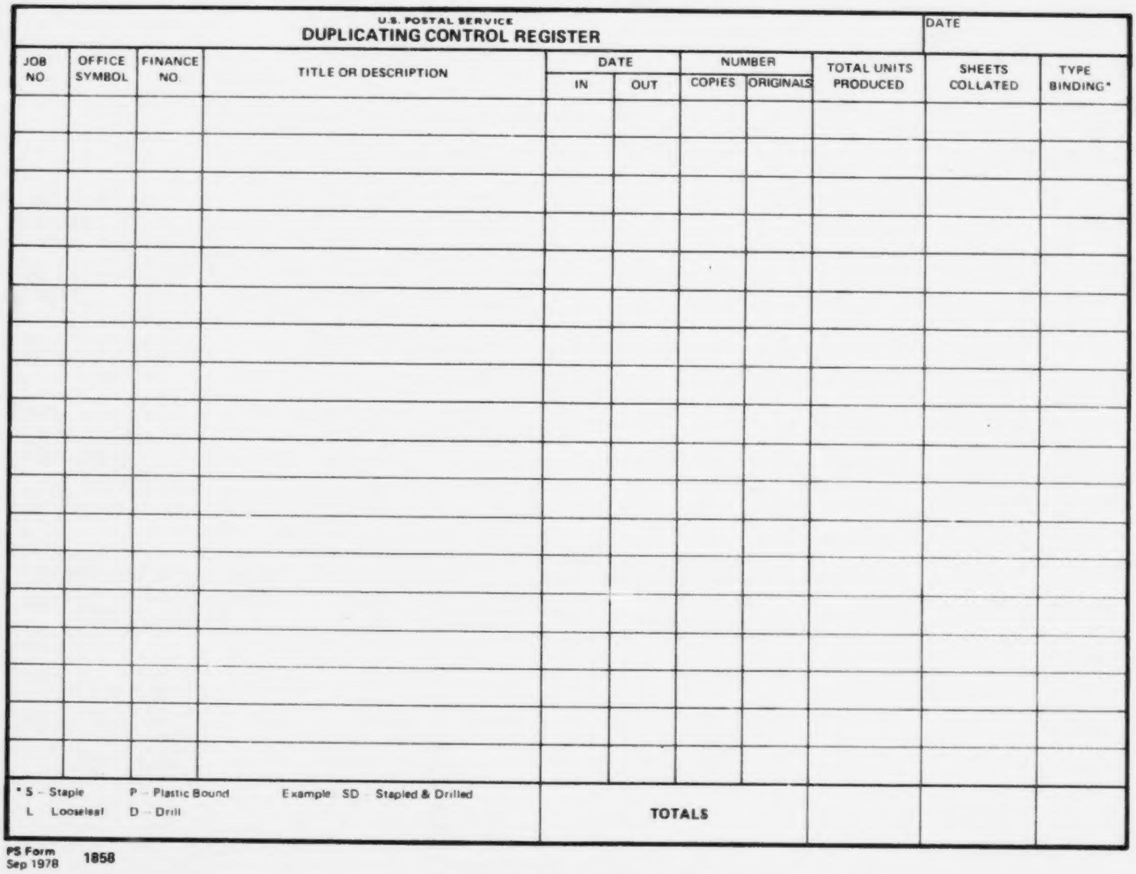
.331 Requests. Requisition purchase or rental of items on Form 7373, *Equipment Requisition.* Include: justification; location where equipment will be placed; copy of Form 1858 for the previous 3 months; make and model; estimated cost; and, if applicable, trade-in allowance, make, model, and age of equipment being replaced.

.332 Approvals.

a. Field. The regional General Manager, Procurement Division, or designee, reviews justifications and approves requests for items indicated in column 2 of Exhibit 373.12.

b. Headquarters. Forward requests for items in Column 1 to the General Manager, Printing Division, Headquarters, for final approval.

.333 Filing Requests. Requests that cannot be filled from excess or surplus equipment are purchased or rented by the PSO manager, or by Contract and Supply Management Branch manager for regional offices.



U.S. POSTAL SERVICE
DUPLICATING CONTROL REGISTER

DATE

JOB NO	OFFICE SYMBOL	FINANCE NO.	TITLE OR DESCRIPTION	DATE		NUMBER		TOTAL UNITS PRODUCED	SHEETS COLLATED	TYPE BINDING*
				IN	OUT	COPIES	ORIGINALS			
* S – Staple P – Plastic Bound Example SD – Stapled & Drilled L – Looseleaf D – Drill				TOTALS						

PS Form 1858
Sep 1978

Exhibit 373.22 Duplicating Control Register

373.4 Repair/Replacement Criteria

.41 Copying Machines

Normal depreciation for copying equipment is 20 percent per year. The primary factor for replacement is the cost per copy. New equipment may obsolete existing equipment. While existing equipment may be in good condition and still be productive, new equipment may actually be more economical.

.42 Duplicating and Auxiliary Equipment

.421 Depreciation. Normal depreciation for duplicating and auxiliary equipment (e.g., platemakers, collators, drilling machines, paper cutters, addressing machines) is 10 percent per year. This is based on full use of the equipment. Some equipment is old, but with proper maintenance and repair, could serve effectively for several additional years.

.422 Standard Replacement Cost Percentage Scale

a. Exhibit 373.422 shows average allowances for replacement and repair of duplicating and auxiliary equipment. Using this scale, equipment is replaced only when the estimated cost of repairing or reconditioning exceeds the maximum one-time repair limit. This permits orderly retirement of equipment, and timely programming of funds for new equipment.

b. No trade-in allowance or expenditure of funds for replacement equipment is established for the first year of age, as this year is covered by the manufacturer's warranty. Repairs are made by the manufacturer under the warranty.

c. Examples of applying the scale:

(1)
Acquisition cost of machine = $3,000;
Machine is 7 years old;
$3,000 × 16% trade-in = $480 trade-in allowance;
$3,000 - $480 = $2,520 replacement cost;
$2,520 × 30% repair limit = $756 maximum repair limit for 7th year.

(2)
Acquisition cost of machine = $2,500;
Machine is 5 years old;
$2,500 × 40% trade-in = $1,000 trade-in allowance;
$2,500 - $1,000 = $1,500 replacement cost;
$1,500 × 60% repair limit = $900 maximum repair limit for 5th year.

374 Printing

374.1 Headquarters Printing

.11 Responsibility. The Printing Division at Headquarters is responsible for all matters relating to Headquarters printing. (See 5-501(a)(i) of Pub. 41. The Printing Division determines how Headquarters printing requirements are filled, i.e., in-house, by GPO, or by direct contract with commercial sources.

.12 Routine Work. Work that does not require quick delivery, strict quality control, rigid specifications, or strict production control, and cannot be done in-house, is obtained from GPO.

.13 Nonroutine Work. Work that requires quick delivery, strict quality control, rigid specifications, or strict production control, and cannot be done in-house, may be procured directly from commercial sources. The Office of Contracts (Procurement and Supply Department) procures printing by commercial contract.

374.2 Field Printing

.21 Responsibility

Procurement Services Offices (PSOs) are responsible for filling printing requirements in the field.

.22 Procurement

.221 Locations. Field printing is procured from GPO Field Printing Offices, authorized printing plants of other government agencies, or GPO Regional Printing Procurement Offices (RPPOs) on a reimbursable basis. Field printing offices of these agencies are as follows:

a. RPPOs. See list in Exhibit 374.221a.

b. GSA and Other Agencies. See list in Exhibit 374.221b.

.222 Types of Jobs. GPO RPPOs maintain general purpose term contracts for printing forms, and term contracts for printing other forms and publications. RPPOs also handle special jobs individually. Further instructions and ordering procedures may be obtained from the respective GPO RPPO manager.

Age of Equipment (Years)	Estimated Allowance on Trade-In (% of Acquisition Cost)	Estimated Replacement Cost, Using Trade-In (% of Acquisition Cost)	Maximum One-time Repair Cost Authorized (% of Replacement Cost
1	---	---	---
2	76	24	80
3	64	36	70
4	52	48	70
5	40	60	60
6	28	72	40
7	16	84	30
8	12	88	20
9	5	95	10
10 (and over)	5	95	10

Exhibit 373.422 Standard Replacement Cost Percentage Scale

.23 Requisitioning.

.231 GPO RPPOs.

a. No orders can be accepted on USPS purchase orders. Requisitions for printing and binding services are limited to the following forms:

(*1*) For Individual Jobs. Standard Forms 1, *Printing and Binding Requisition*, or 1c, *Printing and Binding Requisition for Specialty Items.*

(*2*) For Term Contracts. GPO Form 2511, *Memorandum Order and Supplementary Specifications.*

b. GPO prefers that all orders for requirements on term contracts be submitted through their RPPO. If schedule requirements will not permit time for processing through the GPO RPPO, arrangements may be made between the ordering office and the GPO RPPO manager for direct placement by the ordering office with the contractor.

.232 GPO Field Service Offices. Use GPO Form 3019, *Printing and Reproduction Service Requisition.*

.233 Other Government Agency Plants. Prepare form prescribed by the department or agency that will perform the work.

.24 Commitment of Funds

.241 Scope. Headquarters and field offices follow the same procedures for committing printing funds and certifying GPO invoices.

.242 Requisition Numbering. Requisitions (see 374.23) are numbered uniformly with no more than 12 characters consisting of: location and finance number, fiscal year, and sequential requisition number.

Example:	1 0	5 6 0 3	---	80	---	0 0 0 1
	Loc.	Fin. No.		FY		Req. No.

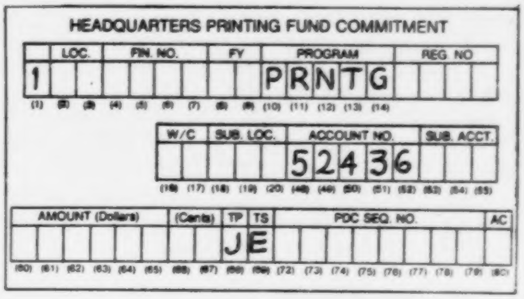
.243 SIBAC Billing Address Code. All requisitions for GPO Services must include the six-digit billing address code.

.244 Printing Funds Commitment Stamp. Each PSO or office authorized to purchase printing from GPO locally purchases a rubber stamp for processing printing funds commitment documents. (See Exhibit 374-244.)

.245 Commitments.

a. Check requisition, making sure requisition number is correct and a complete billing address is shown.

b. Stamp reverse of one copy of the requisition with the funds commitment stamp. Fill in location and finance number, FY, requisition number, and gross amount. Leave sub-account, W/C sub loc., PDC Seq. No., and AC blank.



HEADQUARTERS PRINTING FUND COMMITMENT

	LOC.	FIN. NO.	FY	PROGRAM	REG. NO
1				PRNTG	

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14)

W/C	SUB. LOC.	ACCOUNT NO.	SUB. ACCT.
		52436	

(16) (17) (18) (19) (20) (48) (49) (50) (51) (52) (53) (54) (55)

AMOUNT (Dollars)	(Cents)	TP	TS	PDC SEQ. NO.	AC
		J	E		

(60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (72) (73) (74) (75) (76) (77) (78) (79) (80)

Exhibit 374.243 Printing Funds Commitment Stamp

c. Each Friday, sort by type of requisition (e.g., SF-1, Form 3019, GPO Form 2511) and put in numerical order.

d. Run calculator tape totaling estimated commitment for each group of requisitions.

e. Indicate the inclusive requisition numbers on each tape, noting any missing numbers.

f. Staple tape to group of requisitions.

g. Mail all documents in one envelope to respective PDC.

.25 Invoice Certification

.251 GPO bills the USPS by submitting a consolidated invoice (GPO Form 400, *Invoice*) listing one or more requisition numbers, to the PDC with geographic responsibility for the procuring office.

.252 The PDC forwards the GPO Form 400 to the original procuring office (PSO, regional procurement division or contract and supply management branch, or Printing Division at Headquarters).

.253 The procuring office verifies receipt of product and stamps or writes on GPO Form 400: *Merchandise received, invoice is proper for payment*, and sign.

.254 List any discrepancies on the GPO Form 400 and call the GPO SIBAC representative to resolve the discrepancy. (GPO SIBAC representative—(202) 275-2945.)

.255 Retain a copy of the GPO Form 400 to file with the completed requisitions.

.256 Mail certified invoices to the PDC in envelope marked *Invoices Only.*

.257 Do not mail invoices back to the PDC without resolving discrepancies with the GPO SIBAC representative.

374.3 Commercial Field Printing

.31 Procurement

.311 Criteria. Regional and field offices with procurement authority in PCM 1-407 may procure printing direct from commercial sources, provided:

a. Individual jobs do not exceed $500.

b. Jobs are not continuing or repetitive, such as newsletters, bulletins, schedules, or schemes.

c. Work is not conducive to establishment of an open-end indefinite contract such as general purpose printing contracts for cut-sheet forms, publications, etc.

.312 Waiver. Direct commercial procurement of printing exceeding $500 but within monetary limitations in PCM 1-407 must have a GPO waiver.

.32 Requisitioning

Use Form 7334, *Order-Invoice-Voucher*, for work to be performed by commercial contractors.

.33 Reports

All procurement of commercial printing must be reported semiannually to Headquarters (see 375.1).

374.4 Business Calling Cards

.41 Policy

.411 Printing business cards at Postal Service expense is authorized for USPS personnel, only:

a. If their duties require them to meet with persons outside the Postal Service in circumstances where business cards would facilitate the conduct of postal business, and

b. When the proposed procurement has been approved by an authorized official based on such established need.

.412 This policy is not intended to encourage any widespread authorization of business cards. Authorized officials must carefully consider the nature, frequency, level, and circumstances of outside contacts entailed by a position, before approving procurement of business cards for the incumbent.

.42 Procedures

.421 Controls. Consistent with policy, regions will:

a. Assess the need and cost/benefits of providing business cards.

b. Issue appropriate guidelines to regional staff and the affected postal installations on:

- (*1*) Who may have such cards;
- (*2*) Who is authorized to approve their purchase;
- (*3*) How and in what quantities they may be purchased, and
- (*4*) How they are to be charged to the using organization.

c. Maintain a regional control record on the total number of installations and positions, by type) for which the purchase of cards has been authorized.

d. Supply the Printing Division at Headquarters with up-to-date copies of regional guidelines and control record.

e. Periodically review cost/benefits of the program and amend guidelines accordingly.

.422 Ordering Cards. Ordering organizations may purchase cards under a Headquarters contract issued annually. *Exception*: Only the Postmaster General, Deputy Postmaster General, SAPMGs and RPMGs are authorized to use embossed cards. Embossed cards are ordered through the Office of Headquarters Services, Attn: Printing Division, USPS, Washington, DC 20260.

.423 Reference. The standard designs for business cards, shown in Exhibit 374.423, are prescribed in Publication 165, *USPS Design Control Guidelines.* No other design may be used.

375 Reports

375.1 Commercial Printing Report

.11 JCP Form 2

The Postal Service provides a semiannual report to JCP covering all transactions for composition, printing, binding, and blank-book work procured direct from commercial sources. JCP Form 2, *Commercial Printing Report*, is used. (See Exhibit 375.11.) The Printing Division transmits the reports to JCP 30 days after the close of each reporting period (October 1 to March 31 and April 1 to September 30).

.12 Frequency and Due Dates

Regional contracts and supply management branches, PSOs, and area supply centers are required to submit the report to the Printing Division, Room 2P-924 at Headquarters, no later than: April 30—covering period of October 1—March 31. October 30—covering period of April 1—September 30. *Note:* Negative reports are required.

.13 Material to Omit

Do not report the following:

a. Work procured through GPO RPPO or field service offices or other government printing plants.

b. Tabulating cards or printed envelopes ordered through GSA or USPS national contracts.

c. Copying and/or duplicating jobs.

d. Jobs costing $500 or less not fitting criteria in a, b, or c.

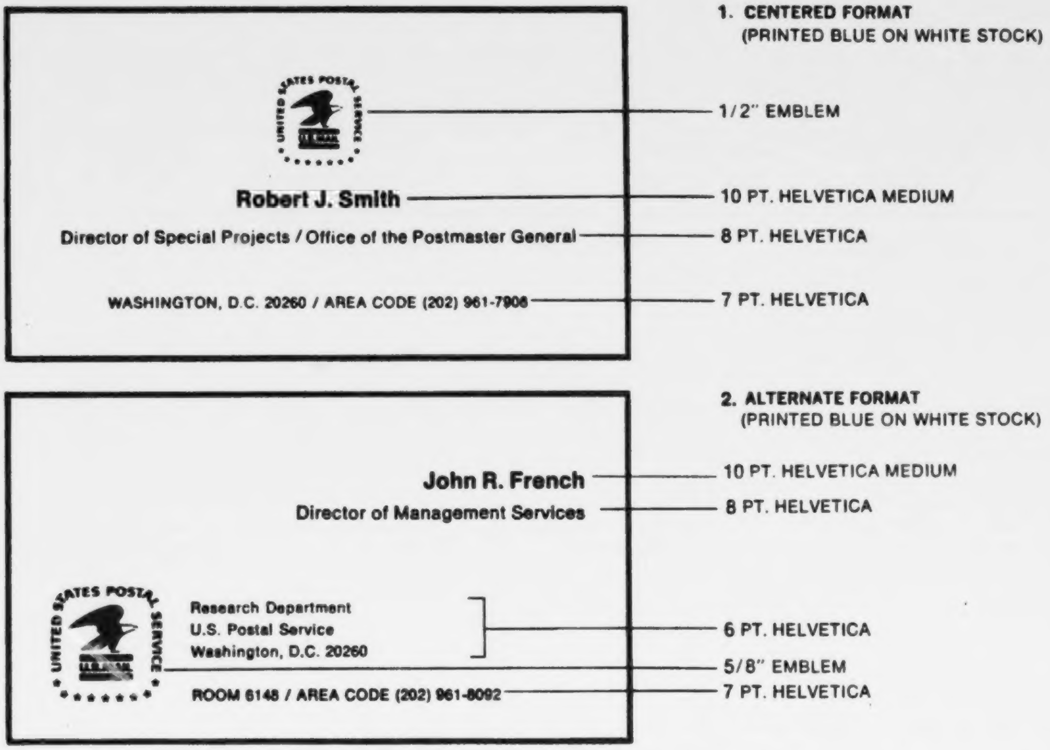
375.2 Acquisition of Power-Operated Collators

A report is required on the acquisition of each power-operated collating machine for any installation other than the Headquarters Printing Plant Branch. Use JCP Form No. 3, *Form for Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants.*

This report is forwarded to the General Manager, Printing Division, Headquarters, within 30 days after acquisition.

375.3 Supply of JCP Forms

A supply of JCP Forms 2 and 3 has been furnished to Regional offices. Additional copies may be obtained by calling or writing the Printing Division.



1. CENTERED FORMAT
(PRINTED BLUE ON WHITE STOCK)

Robert J. Smith

Director of Special Projects / Office of the Postmaster General

WASHINGTON, D.C. 20260 / AREA CODE (202) 961-7906

1/2" EMBLEM
10 PT. HELVETICA MEDIUM
8 PT. HELVETICA
7 PT. HELVETICA

2. ALTERNATE FORMAT
(PRINTED BLUE ON WHITE STOCK)

John R. French

Director of Management Services

Research Department
U.S. Postal Service
Washington, D.C. 20260

ROOM 6148 / AREA CODE (202) 961-8092

10 PT. HELVETICA MEDIUM
8 PT. HELVETICA
6 PT. HELVETICA
5/8" EMBLEM
7 PT. HELVETICA

Exhibit 374.423 Standard Designs for Business Cards

COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (Rev. 3-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during each period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

NAME OF DEPARTMENT OR AGENCY	NAME OF SERVICE	CITY AND STATE	FOR PERIOD ENDED
U. S. Postal Service	Post Office	Anywhere, USA	3-31-77

DESCRIPTION (List each job separately)	JCP or GPO waiver number and date (If applicable)	Total number of copies	Number of pages per copy	Style of binding (If any)	Total cost, including paper	
Flyer: Your Federal Income Tax	Req. 5-43	157,000	2		$ 797	56
Flyer: Self-Service Postal Center Promotion	Req. 5-38	859,000	2		4,295	00
Postal News & Views	Req. 5-35	1,500	4		262	66
Two-color Poster	*	1,000	1		210	00
Pre-cancel Stamps	*	2,000	1		250	00
Form 2550 (overprint)	Req. 5-44	50,000	1		500	00
*Job is not of a continuing repetitive nature and not conducive to establishment of an open end contract and cannot be ordered on existing GPO contracts.						
TOTAL COST						

SIGNATURE	TITLE	DATE SUBMITTED
John Doe	Postmaster	5-15-77

U.S. GOVERNMENT PRINTING OFFICE : 1971 O—[illegible]

Exhibit 375.11 Example of Commercial Printing Report

GOVERNMENT PRINTING OFFICE
REGIONAL PRINTING PROCUREMENT OFFICES

Region No.	Address	States Served	Region No.	Address	States Served
1	U.S. Government Printing Office Regional Printing Procurement Office John W. McCormack Post Office and Court House Post Office Square Room 1400 Boston, MA 02109 Telephone: (617) 223-7566	CT, ME, MA, NH, RI, VT	5(II)	U. S. Government Printing Office Regional Printing Procurement Office Federal Building, Room 34 200 North High Street Columbus, OH 43215 Telephone: (614) 469-6884 FTS: 943-6884	OH, KY, WV
2(I)	U.S. Government Printing Office Regional Printing Procurement Office Federal Office Building #6 5000 Wissahickon Avenue Philadelphia, PA 19144 Telephone: (215) 951-5691 or FTS: 438-5691	DE, NJ PA	6	U. S. Government Printing Office Regional Printing Procurement Office Room 1466 St. Louis, MO 63101 Telephone: (314) 622-4371 FTS: 279-4371	IA, KS, MN, MO, NE, ND, SD
2(II)	U.S. Government Printing Office Regional Printing Procurement Office 201 Varick Street 7th Floor New York, NY 10014 Telephone: (212) 620-3321 FTS: 660-3321	NY, NJ	7	U. S. Government Printing Office Regional Printing Procurement Office U.S. Courthouse and Federal Office Building 1100 Commerce Street Room 3B7 Dallas, TX 75202 Telephone: (214) 749-3111	AR, LA, OK, TX
3(I)	U.S. Government Printing Office Regional Printing Procurement Office 1st and N Streets, S.E. Washington, DC 20403 Telephone: (202) 755-9845	MD, DC, Northern VA	8	U.S. Government Printing Office Regional Printing Procurement Office Denver Federal Center Building 53, Room H-1004 Denver, CO 80225 Telephone: (303) 234-2139	CO, NM, UT, WY
3(II)	U.S. Government Printing Office Regional Printing Procurement Office Building 720-B Langley A.F.B., VA 23665 Telephone: (804) 827-2553 or FTS: 928-2553 IDS 165-2553	Southern VA, NC	9(I)	U. S. Government Printing Office Regional Printing Procurement Office Federal Office Building 15000 Aviation Boulevard Room 2E26 Lawndale, CA 90261 Telephone: (213) 536-6650 FTS: 966-6650	AZ, Southern CA
4	U.S. Government Printing Office Regional Printing Procurement Office 900 Peachtree Street, N.E. Room 415 Atlanta, GA 30309 Telephone: (404) 526-3666 FTS: 257-3666	AL, FL, GA, MS, SC, TN	9(II)	U. S. Government Printing Office Regional Printing Procurement Office 620 Folsom Street San Francisco, CA 94107 Telephone: (415) 556-5356	Northern CA, NV
5(I)	U. S. Government Printing Office Regional Printing Procurement Office 610 South Canal Street Room 1051 Chicago, IL 60607 Telephone: (312) 353-3916	IL, IN, MI, WI	10	U. S. Government Printing Office Regional Printing Procurement Office 4735 East Marginal Way South Seattle, Washington, 98134 Telephone: (206) 764-3763 FTS: 399-3726	ID, MT, OR, WA

Exhibit 374.221a GPO RPPOs

PLANT LISTING BY REGIONS

REGION 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Maine:
- Army, Department of:
  - Camp Keyes, Augusta

Massachusetts:
- Air Force, Department of:
  - Hanscom Air Force Base, Bedford
- Army, Department of:
  - New England U.S. Army Engineer Division, Waltham
  - U.S. Army Materials and Research Center, Watertown
  - U.S. Army Natick Laboratories, Natick
- General Services Administration:
  - Boston
- Smithsonian Institution:
  - Smithsonian Astrophysical Observatory, Cambridge

New Hampshire:
- Navy, Department of:
  - Navy Publications and Printing Service Branch Office, Naval Shipyard, NORTHDIV, Portsmouth

Rhode Island:
- Navy, Department of:
  - Navy Publications and Printing Service Office, NORTHDIV, Newport

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REGION 2 (Delaware, New Jersey, New York, Pennsylvania):

New Jersey:
- Army, Department of:
  - Eastern Area, MTMC, Bayonne
  - U.S Army Electronics Command, Ft. Monmouth
  - Picatinny Arsenal, Dover
- Transportation, Department of:
  - Federal Aviation Administration, Atlantic City

New York:
- Army, Department of:
  - U.S. Military Academy, West Point
- Commerce, Department of:
  - Maritime Administration, Kings Point, Long Island
- Defense Logistics Agency:
  - Defense Contract Administration Region, New York
- Department of Transportation:
  - Coast Guard, Governors Island, New York
  - Federal Aviation Administration, Jamaica, Long Island
- Energy Research and Development Administration:
  - Associated Universities, Inc., Upton Knolls Atomic Power Laboratory, Schenectady
- General Services Administration:
  - New York
- Government Printing Office:
  - New York
- Navy, Department of:
  - Navy Publications and Printing Service Office, NORTHDIV. Brooklyn
- Treasury, Department of:
  - U.S. Customs Service, New York
  - Internal Revenue Service, New York

Pennsylvania:
- Army, Department of:
  - Army Depot, New Cumberland
  - Army Depot, Tobybanna
  - Frankford Arsenal, Philadelphia
  - Letterkenny Army Depot, Chambersburg
  - U.S. Army Engineer District, Philadelphia
  - U.S. Army Engineer District, Pittsburgh
  - U.S. Army War College, Carlisle Barracks
- Defense Logistics Agency:
  - Defense Personnel Support Center, Philadelphia
- Energy Research and Development Administration:
  - Bettis Atomic Power Laboratory, Pittsburgh
- Interior, Department of:
  - Bureau of Mines, Pittsburgh
- Navy, Department of:
  - Navy, Publications and Printing Service, NORTHDIV, Philadelphia
  - Navy Publications and Printing Service Branch Office, NORTHDIV, Mechanicsburg
  - Navy Publications and Printing Service Branch Office, U.S. Naval Base, NORTHDIV, Philadelphia
- Treasury, Department of:
  - Internal Revenue Service, Philadelphia

REGION 3 (Maryland, Virginia, Washington, D.C., West Virginia):

Maryland:
- Administrative Office of the U.S. Courts:
  - Publications Facility, Forestville
- Agriculture, Department of:
  - Soil Conservation Service, Hyattsville
- Air Force, Department of:
  - Andrews Air Force Base, Camp Springs
- Army, Department of:
  - Fort George G. Meade (First U.S. Army)
  - Proving Ground, Aberdeen
  - U.S. Army Engineer District, Baltimore
- Defense Mapping Agency:
  - Hydrographic Center, Suitland
- Energy Research and Development Administration:
  - Headquarters ERDA. Germantown
- Health, Education, and Welfare:
  - National Institutes of Health, Bethesda
  - Public Health Service, Rockville
  - Social Security Administration, Woodlawn
- National Aeronautics and Space Administration:
  - Goddard Space Flight Center, Greenbelt
- National Security Agency:
  - Fort George G. Meade
- Navy, Department of:
  - Navy Publications and Printing Service Branch Office, Naval Academy, Annapolis
  - Naval Air Test Center, Patuxent River
  - Naval Surface Weapons Center, White Oak
  - Naval Ordnance Station, Indian Head
  - Naval Intelligence Support Center, Suitland
- Nuclear Regulatory Commission:
  - Bethesda

Virginia:
- Air Force, Department of:
  - Langley Air Force Base, Hampton
- Army, Department of:
  - U.S. Army Engineer District, Norfolk
  - U.S. Army Engineer Center, Ft. Belvoir
  - U.S. Army Quartermaster Center, Ft. Lee
  - U.S. Army Training and Doctrine Command, Ft. Monroe
  - U.S. Army Transportation Center, Ft. Eustis
- Defense Intelligence Agency:
  - Arlington
- Defense Logistics Agency:
  - Defense Documentation Center, Alexandria
  - Defense General Supply Center, Richmond
- Defense Mapping Agency:
  - Defense Mapping School, Ft. Belvoir
- Interior, Department of:
  - Geological Survey Map Plant, Reston
- National Aeronautics and Space Administration:
  - Langley Research Center, Hampton
  - Wallops Flight Center, Wallops Island
- Navy, Department of:

  - Commander in Chief Atlantic Fleet, Norfolk
  - Navy Publications and Printing Service Office, SOEASTDIV, Norfolk
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Portsmouth
  - Marine Corps Base, Quantico
  - Naval Weapons Laboratory, Dahlgren
- Veterans Administration:
  - Arlington

Washington, D.C.:
- Administrative Office of the U.S. Courts
- Agriculture, Department of:
  - Office of Operations
- Air Force, Department of:
  - Headquarters, U.S. Air Force
- Army, Department of:
  - Armed Forces Institute of Pathology
  - National Defense University
- Civil Aeronautics Board
- Civil Service Commission:
  - Central Office
- Commerce, Department of:
  - National Oceanic and Atmospheric Administration
  - Office of Publications
- Defense Mapping Agency:
  - Topographic Center
- Environmental Protection Agency
- Federal Communications Commission
- Federal Home Loan Bank Board
- Federal Power Commission
- Federal Trade Commission
- General Accounting Office
- General Services Administration
- Government Printing Office:
  - Central Office
  - Departmental Service Office
- Health, Education, and Welfare, Department of:
  - Office of the Secretary
- Housing and Urban Development, Department of
- Interior, Department of:
  - Main Plant
- Interstate Commerce Commission
- Justice, Department of:
  - Administrative Division
- Labor, Department of
- Library of Congress
- National Aeronautics and Space Administration
- National Labor Relations Board
- Navy, Department of:
  - Defense Printing Service
  - Naval Research Laboratory, Bellevue
- Office of Management and Budget
- Securities and Exchange Commission
- Selective Service System
- Small Business Administration
- State, Department of:
  - Foreign Affairs Document and Reference Center
- Transportation, Department of:
  - Office of the Secretary
- Treasury Department:
  - Customs Service
  - Departmental Printing Plant
  - Internal Revenue Service
- U.S Information Agency
- U.S. Postal Service
- U.S. International Trade Commission

West Virginia:
- Army, Department of:
  - U.S. Army Engineer District, Huntington

REGION 4 (Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee):

Alabama:
- Air Force, Department of:
  - Gunter Air Force Base, Montgomery
- Army, Department of:
  - Anniston Army Depot. Anniston
  - U.S. Army Aviation Center and Fort Rucker, Ft. Rucker
  - U.S. Army Missile Command, Redstone Arsenal, Huntsville
  - U.S. Army Engineer District, Mobile

Florida:
- Air Force, Department of:
  - Eglin Air Force Base, Valparaiso
  - Patrick Air Force Base, Cocoa Beach
- Army Department of:
  - U.S. Army Engineer District, Jacksonville
- National Aeronautics and Space Administration:
  - Kennedy Space Center
- Navy, Department of:
  - Navy Publications and Printing Service Office, NATROM, SOEASTDIV, Pensacola
  - Naval Coastal Systems Laboratory, Panama City
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Jacksonville
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Orlando

Georgia:
- Air Force, Department of:
  - Robins Air Force Base, Macon
- Army, Department of:
  - U.S. Army Engineer District, Savannah
  - U.S. Army Forces Command, Ft. McPherson, Atlanta
  - U.S. Army Infantry School, Ft. Benning
  - U.S. Army Signal Center and Fort Gordon, Ft. Gordon
- General Services Administration:
  - Atlanta
  - East Point
- Health, Education, and Welfare, Department of:
  - Center for Disease Control, Atlanta
- Treasury Department of:
  - Internal Revenue Service, Atlanta

Mississippi:
- Air Force, Department of:
  - Keesler Air Force Base, Biloxi
- Army, Department of:
  - U.S. Army Engineer Waterways Experiment Station, Vicksburg

North Carolina:
- Army, Department of:
  - XVIII Air Borne Corps and Fort Bragg, Fort Bragg
- Commerce, Department of:
  - National Oceanic and Atmospheric Administration, Asheville
- Navy, Department of:
  - Marine Corps Base, Camp Lejeune

South Carolina:
- Energy Research and Development Administration:
  - Savannah River Plant, Aiken
- Navy, Department of:
  - Navy Publications and Printing Service, SOEASTDIV, Charleston

Tennessee:
- Air Force, Department of:
  - Arnold Engineering Development Center, Tullahoma
- Army, Department of:
  - U.S. Army Engineer District, Nashville
- Defense Logistics Agency:
  - Defense Depot, Memphis
- Energy Research and Development Administration:
  - ERDA Technical Information Center, Oak Ridge
  - Union Carbide Nuclear Co., K-25 Plant, Oak Ridge
  - Union Carbide Nuclear Co., Y-12 Branch Plant, Oak Ridge

REGION 5 (Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin):

Illinois:
- Air Force, Department of:
  - Scott Air Force Base, Belleville
- Army, Department of:
  - Army Depot, Savanna
  - U.S. Army Armament Command, Rock Island
  - U.S. Army Engineer District, Chicago
- Energy Research and Development Administration:
  - University of Chicago, Chicago
- Government Printing Office:
  - Chicago
- Justice, Department of:
  - Marion
- Navy, Department of:
  - Navy Publications and Printing Service Office, NORTHDIV, Great Lakes
- Railroad Retirement Board:

  - Chicago
- Treasury, Department of:
  - Internal Revenue Service, Chicago
  - Savings Bonds Division, Chicago

Indiana:
- Army, Department of:
  - U.S. Army Administrative Center, Fort Benjamin Harrison
- Commerce, Department of:
  - Bureau of Census, Jeffersonville
- Navy, Department of:
  - Naval Ammunition Depot. Crane

Kentucky:
- Army, Department of:
  - Lexington-Blue Grass Army Depot, Lexington
  - U.S Army Armor Center and Fort Knox, Ft. Knox
  - U.S. Army Engineer District, Louisville
- Energy Research and Development Administration:
  - Union Carbide Corp, Nuclear Division, Paducab
- Health, Education, and Welfare, Department of:
  - Addiction Research Center, Lexington
- Navy, Department of:
  - Naval Ordnance Station, Louisville

Michigan:
- Army, Department of:
  - U.S. Army Engineer District, Detroit
  - U.S. Army Tank Automotive Command, Warren
- Commerce, Department of:
  - National Oceanic and Atmospheric Administration, Detroit
- Defense Logistics Agency:
  - Defense Logistics Services Center, Battle Creek

Ohio:
- Air Force, Department of:
  - Wright-Patterson Air Force Base, Dayton Air Force Logistics Command Foreign Technology Division
- Energy Research and Development Administration:
  - National Lead Company of Ohio, Cincinnati
  - Monsanto Research Corp., Miamisburg
  - Goodyear Atomic Corp., Portsmouth
- General Services Administration:
  - Cincinnati
- National Aeronautics and Space Administration:
  - Lewis Research Center, Cleveland
- Navy, Department of:
  - Navy Publications and Printing Service Branch Office, NORTHDIV, Cleveland

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REGION 6 (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota):

Iowa:
- Energy Research and Development Administration:
  - Iowa State University, Ames

Kansas:
- Army, Department of:
  - Combined Arms Center and Fort Leavenworth, Ft. Leavenworth
  - Disciplinary Barracks, Ft. Leavenworth
  - Fort Riley
- Interior, Department of:
  - Haskell Indian Junior College, Lawrence

Minnesota:
- Justice, Department of:
  - Sandstone

Missouri:
- Army, Department of:
  - U.S. Army Aviation Systems Command, St. Louis
  - U.S. Army Engineer District, Kansas City
  - U.S. Army Training Center Engineer and Fort Leonard Wood, Fort Leonard Wood
- Defense Mapping Agency:
  - Aerospace Center, St. Louis
- Energy Research and Development Administration:
  - The Bendix Corp., Kansas City
- General Services Administration:
  - Kansas City
  - St. Louis

Nebraska:
- Agriculture, Department of:
  - Soil Conservation Service, Lincoln :
- Air Force, Department of:
  - Offutt Air Force Base, Omaha
- Army Department of:
  - U.S. Army Engineer Division, Omaha

REGION 7 (Arkansas, Louisiana, Oklahoma, Texas):

Arkansas:
- Army, Department of:
  - U.S. Army Engineer District, Little Rock

Louisiana:
- Air Force, Department of:
  - Barksdale Air Force Base, Shreveport
- National Aeronautic and Space Administration:
  - Michoud Assembly Facility, New Orleans
- Navy, Department of:
  - Navy Publications and Printing Service, SOEASTDIV, New Orleans

Oklahoma:
- Air Force, Department of:
  - Tinker Air Force Base, Oklahoma City
- Army, Department of:
  - U.S. Army Field Artillery Center and Fort Sill
  - U.S. Army Engineer District, Tulsa
- Interior, Department of:
  - Chiloco Indian School, Chiloco
- Navy, Department of:
  - Naval Ammunition Depot, McAlester
- Transportation, Department of:
  - Federal Aviation Administration, Oklahoma City

Texas:
- Agriculture, Department of:
  - Soil Conservation Service, Ft. Worth
- Air Force, Department of:
  - Air Force Security Service, San Antonio
  - Kelly Air Force Base, San Antonio
  - Sheppard Air Force Base, Wichita Falls
- Army, Department of:
  - Red River Army Depot, Texarkana
  - U.S. Army Air Defense Center and Fort Bliss, Ft. Bliss
  - U.S. Army Engineer District Galveston
- General Services Administration:
  - Dallas
  - Ft. Worth
- National Aeronautics and Space Administration:
  - Johnson Space Center, Houston
- Navy, Department of:
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Corpus Christi
- Transportation, Department of:
  - Federal Aviation Administration, Ft. Worth

REGION 8 (Colorado, New Mexico, Utah, Wyoming):

Colorado:
- Air Force, Department of:
  - Peterson Air Force Base, Colorado Springs
  - U.S. Air Force Academy, Colorado Springs
- Army, Department of:
  - Army Depot, Pueblo
- Commerce, Department of:
  - National Oceanic and Atmospheric Administration, Boulder
- Energy Research and Development Administration:
  - Rockwell International, Boulder
  - Bendix Field Engineering Corp., Grand Junction
- Government Printing Office:
  - Denver

New Mexico:
- Army, Department of:
  - U.S. Army Engineer District, Albuquerque
  - White Sands Missile Range, Las Cruces

Defense Nuclear Agency:
Kirtland AFB (East), Albuquerque
Energy Research and Development Administration:
Albuquerque Operations Office, Albuquerque
Los Alamos Scientific Laboratory, Los Alamos
Sandia Corporation, Albuquerque
Interior:
Southwestern Indian Polytechnic Institute, Albuquerque

Utah:
Air Force, Department of:
Hill Air Force Base, Ogden
Army, Department of the:
Dugway Proving Ground, Dugway
General Services Administration:
Salt Lake City

REGION 9 (Arizona, California, Nevada):

Arizona:
Army, Department of:
Fort Huachuca
Proving Ground, Yuma
Interior, Department of:
Phoenix Indian School, Phoenix

California:
Air Force, Department of:
Edwards Air Force Base, Muroc
March Air Force Base, Riverside
McClellan Air Force Base, Sacramento
Space and Missile Systems Organization, Inglewood
Vandenberg Air Force Base, Lompoc
Army, Department of:
Western Area, MTMC Oakland Army Base, Oakland
Army Depot, Sacramento
Defense Language Institute, Monterey
Sharpe Army Depot, Lathrop
Sixth U.S. Army, San Francisco
U.S. Army Engineer District, Los Angeles
U.S. Army Engineer District, Sacramento
Energy Research and Development Administration:
University of California, Berkeley
University of California, Livermore
Government Printing Office:
San Francisco
Justice, Department of:
Lompoc
National Aeronautics and Space Administration:
Dryden Flight Research Center, Edwards
Ames Research Center, Moffett Field
Jet Propulsion Laboratory, Pasadena
Transportation, Department of:
Federal Aviation Administration, Los Angeles
Navy Department of:
Naval Weapons Center, China Lake
Naval Postgraduate School, Monterey
Navy Publications and Printing Service Office, WESTDIV, Oakland
Navy Publications and Printing Service Branch Office, WESTDIV, Point Mugu
Navy Publications and Printing Service, WESTDIV, San Diego
Navy Publications and Printing Service Branch Office, WESTDIV. Vallejo

Nevada:
Energy Research and Development Administration:
Reynolds Electrical and Engineering Corp., Mercury
Interior, Department of:
Bureau of Reclamation, Boulder City

REGION 10 (Idaho, Montana, Oregon, Washington):

Idaho:
Energy Research and Development Administration:
EG & G Idaho, Inc., Idaho Falls
Interior, Department of:
Bureau of Reclamation, Boise

Montana:
General Services Administration:
Billings

Oregon:
Agriculture, Department of:
Soil Conservation Service, Portland
Army, Department of:
U.S. Army Engineer District, Portland
Interior, Department of:
Bonneville Power Administration, Portland

Washington:
Army, Department of:
U.S. Army Engineer District, Walla Walla
Energy Research and Development Administration:
Hanford Atomic Products Operation, Richland
Government Printing Office:
Seattle
Navy, Department of:
Navy Publications and Printing Service Office, WESTDIV, Bremerton

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REGION 11(Alaska):
Army, Department of:
Fort Richardson, 172d Infantry Brigade, Anchorage
General Services Administration:
Juneau
Transportation, Department of:
Federal Aviation Administration, Anchorage

REGION 12(Hawaii):
Navy, Department of:
Navy Publications and Printing Service, PACDIV, Pearl Harbor
Fleet Intelligence Center, Pacific, Pearl Harbor
Naval Ammunition Depot, Oahu

EXHIBIT 374.221b Authorized Government Agency Printing Plants (p.4)

Chapter 4
Government Relations

410 Liaison

411 Legislative and Executive Relations

411.1 Scope

As an agency of the Federal Government, operating a nationwide service network, the Postal Service has frequent contact with government officials at every level.

411.2 Responsibility

The Assistant Postmaster General, Government Relations, is responsible for the Postal Service's government liaison. Reporting directly to the Postmaster General, the APMG, Government Relations:

a. Keeps Legislative and Executive Branch officials informed of developments within the Postal Service and responds to their inquiries;

b. Advises the PMG as to how USPS decisions might affect other governmental entities; and

c. Briefs the PMG on government reaction to postal policies and developments.

411.3 Government Relations Department

.31 Inquiries on Postal Policy

All governmental inquiries concerning postal policy matters (as opposed to service matters) should be forwarded to the Assistant Postmaster General, Government Relations Department, U.S. Postal Service, Washington, D.C. 20260. Policy matters include, but are not limited to, ratemaking, mail classification, contracting and procurement, real estate, arbitration, the interpretation of collective bargaining agreements, appointments, promotions, and personnel policies.

.32 Sources

Inquiries concerning postal policy are generally directed to Postal Service Headquarters by:

a. The White House.

b. The Office of Management and Budget.

c. Departments and agencies of the Executive Branch.

d. Members of Congress.

e. Congressional committees.

f. General Accounting Office (GAO).

g. Congressional Budget Office.

411.4 Field Management

.41 Direct Responses Authorized

.411 Postmasters, MSC managers, district managers, and Regional Postmasters General are authorized to respond directly to governmental inquiries related to *services* provided to customers of their offices or geographic areas. It is imperative that these inquiries receive prompt and conscientious attention.

.412 If direct response to a service-related inquiry is authorized, send information copies of written responses or memoranda recording the substance of verbal responses to governmental inquiries to the APMG, Government Relations Department.

.42 Community Contact for New Facilities

Field management contacts local officials (including heads of state and local governments) to establish requirements for the construction of new postal facilities within a community. If community officials request public discussions and presentations, or if the district manager considers them necessary, field management must advise the APMG, Government Relations, and the Consumer Advocate, of the discussions scheduled and the results.

.43 Displays in Postal Facilities

.431 Notices Authorized (See also POM 221.5)

Bulletin board notices by Members of Congress are limited to public announcements of pending competitive civil service examinations and pertinent information for applicants for appointments to the U.S. service academies.

.432 Restrictions

a. Display only as long as the notices are current.

b. Display only within the district of the sponsoring Congressman or the state of the sponsoring Senator.

c. Notices which include the Member's picture should be returned to the Member with an explanation. (See 411.433.)

d. Notices must conform to the following specifications. (*Note:* If they do not, they may be displayed pending a decision by the regional Director of Customer Services.)

(*1*) Size: 9x12 inches or less.

(*2*) Signature or printed name of Member of Congress: 48 point (1/2 inch) type or less.

(*3*) Must contain a closing date for submission of applications.

.433 Prohibitions. Field management must ensure that the following are not displayed on public bulletin boards in postal facilities:

a. Private business advertisements, placards, cards, or notices;

b. Photographs or likenesses of any member of a state legislature or Member of Congress, or

c. Any political picture, cartoon, or other matter designed to influence an election.

.44 Undeliverable Franked Mail

Field management must notify the APMG, Government Relations, of the volume of undeliverable bulk third class mail, bearing simplified address, entered under the franking privilege by Members of Congress. Such undeliverable mail should be held pending notification from the Government Relations Department of the disposition desired by the Member of Congress.

.45 Mailing Lists

Mailing lists submitted by Members of Congress and governmental entities should be updated as frequently as requested. (For information concerning the correction of mailing lists, see DMM 945.)

.46 Memorial Placques

When a USPS building has been designated by an Act of Congress to honor an individual, the postmaster is notified by the Government Relations Department. The postmaster then requisitions one memorial placque from the Eastern Area Supply Center, providing EASC with the name of the individual to be honored. When received, the placque should be displayed in a prominent place in the facility's lobby, preferably above the lock boxes.

411.5 Legislation—General

All inquiries concerning the status of legislation pending before the U.S. Congress, the official Postal Service position on a given bill, or the impact of a bill on postal policies and procedures should be referred to the APMG, Government Relations Department.

411.6 Release of Information

The release of information to government officials must be consistent with the policies outlined in 350.

412 Military Post Offices

412.1 Description

A military post office is a branch of a designated USPS post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel afloat or overseas. The term includes Army and Air Force post offices (APOs) and Navy and Marine Corps post offices (FPOs). Military post offices provide postal service for military personnel in areas where the USPS does not operate and in other places where the military situation requires it.

412.2 Establishment and Discontinuance

A military post office is established or discontinued only on request of the Department of Defense or military department by which it will be operated. These units are authorized and discontinued by the Postal Service, and the changes are published in the *Postal Bulletin.*

413 Civil Preparedness

413.1 Objective

The objective of postal emergency preparedness planning is to maintain or restore essential postal service in a national emergency, natural disaster, or domestic crisis.

413.2 Emergency Coordinator

The Chief Postal Inspector is designated Emergency Coordinator for the USPS (see 284.1), providing general direction and coordination of the following programs:

a. National civil preparedness and defense mobilization.

b. Natural disaster preparedness.

c. Emergency response to disruptive domestic crisis.

413.3 Preparedness Plans

Details of USPS preparedness plans are contained in:

a. Publication 159, *Contingency Planning* (Plans A, B, and C).

b. ASM 280 (Emergency Preparedness).

c. ASM 430 (Red Cross).

414 Federal Executive Board and Federal Executive Association Programs

414.1 General

This part provides USPS policies and responsibilities in regard to the Federal Executive Board (FEB) and Federal Executive Association (FEA) programs and outlines the extent of the USPS participation in these programs.

414.2 Federal Executive Boards

.21 Establishment. Federal Executive Boards (FEBs) were established by Presidential directive to improve internal Federal management practices and to provide a central focus for Federal participation in civic affairs in major metropolitan centers.

.22 Purpose. FEBs serve as a means (a) for disseminating information within the Federal Government, (b) for interagency training, and (c) for promoting discussion of Federal policies and activities of importance to all Federal executives in the field. The Boards also serve as channels of communication to Washington on government-wide management issues requiring special attention.

.23 Organization. FEBs are composed of heads of all Federal departmental and agency field offices located in a metropolitan area. A chairperson and other officers are elected annually from among the membership to provide leadership to the Board's operations. Committees and task forces carry out interagency projects consistent with the Board's missions. The Boards receive overall policy direction from the Office of Management and Budget (OMB) in the Executive Office of the President.

.24 Metropolitan Areas. FEBs have been designated by Presidential action for the following 26 metropolitan areas: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dallas-Ft. Worth, Denver, Detroit, Honolulu-Pacific, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York, Newark, Philadelphia, Pittsburgh, Portland, St. Louis, San Francisco, Seattle, and the Twin Cities (Minneapolis-St. Paul).

414.3 Federal Executive Associations

There are also 100 Federal Executive Associations (FEAs), which provide similar coordination among Federal agencies in serving community needs. An FEA is less structured, requires no reporting relationship to OMB, and has an informal relationship with the nearest Federal Executive Board.

414.4 USPS Role

.41 Participation. The Postal Service will continue to participate in the FEB and FEA programs. Postal Service representatives on the boards and associations are encouraged to participate in committee work, fund drives, and similar activities of these groups, particularly in matters that directly affect the USPS interest or when the participation or that of the representative could make a significant contribution to the success of the effort.

.42 Examples of USPS-Supported Policies. Examples of some FEB and FEA supported policies which the USPS also supports are:

a. Equal Employment Opportunity.
b. Consumer Protection.
c. Energy Conservation.
d. Community Relations.
e. Saving Bonds Drive.
f. Combined Federal Campaign.

414.5 Responsibilities

.51 Employee Relations Department

.511 Provides liaison at Headquarters level with the Federal Executive Board Secretariat in OMB.

.512 Coordinates the Postal Service's overall participation in FEB and FEA programs.

.52 Regional Postmasters General

.521 Designate an official to serve as regional coordinator for the overall coordination of FEB and FEA activities within the region.

.522 Select appropriate senior postal officials, especially postmasters or magistrates to serve as the USPS representatives and alternates on each of the various Federal Executive Boards and Federal Executive Associations within the region.

.523 Advise the Employee Relations Department promptly of:

a. The name and title of each postal region's Federal Executive Board and Federal Executive Association coordinator and of the name and title of the representative(s) and alternate(s) selected to represent the Service on each Board and each association within the region.
b. Any subsequent changes to this listing.

.53 Designated Representatives and Alternates

.531 Insure that the Postal Service is properly represented at regular board and association meetings.

.532 Keep their superiors and the regional coordinators informed of any significant developments within the FEB and FEA programs and advise them promptly of any potential conflicts between the demands of those ad hoc duties and their postal duties or between board or association policies and USPS policies.

.533 Actively explore ways in which board and association programs and postal programs may complement and reinforce one another and ways in which their board or association affiliations may afford opportunities to advise Government installation heads of how the USPS can assist them and how they can assist the Service.

.534 Make every effort to perform creditably any special assignments they agree to undertake on behalf of the board or the association.

.535 Coordinate and obtain prior approval of all direct expenditures for board or association participation from the regional coordinator. Expenditures are paid from a designated representative's office budget.

414.6 Feedback

.61 Regional Coordinators keep the RPMGs and the Employee Relations Department advised of any significant developments or problems in connection with board and association activities within the region.

.62 The Employee Relations Department initiates the actions necessary to resolve questions raised by the field regarding any aspect of the USPS participation in the programs.

.63 Within 60 days of the close of each fiscal year the APMG for Employee Relations will report to the Postmaster General on the significant activities in which the Postal Service participated in the activities of FEBs and FEAs, as well as any problems experienced.

415 Postal Rate Commission

415.1 Policy

It is the policy of the U.S. Postal Service to cooperate with the Postal Rate Commission and to respond accurately and promptly to appropriate inquiries in a coordinated manner. This policy and the procedures which follow are applicable to postal employees at Headquarters, regions, districts, and all other postal field installations.

415.2 Responsibilities

.21 Executive Assistant. The Executive Assistant to the PMG (or designee):

a. Is designated by the PMG as the liaison official in the Postal Service to receive requests from the Postal Rate Commission for general information and for arranging Commission visits to postal installations;

b. As the designated liaison official, directs the coordination and review of all proposed responses to requests from the Commission for general information, and releases such responses;

c. Coordinates requests for Commission visits to postal installations with the Senior Assistant Postmaster General, Operations Group; the appropriate Regional Postmaster General, the heads of the installations to be visited, and other appropriate postal officials, as necessary;

d. Prepares notification of visits to the SAPMG, Operations Group; the SAPMG, Finance Group; the General Counsel, and other postal officials, as necessary.

.22 Associate General Counsel. The Associate General Counsel, Office of Rate and Classification Law (or designee), or the appropriate Assistant General Counsel in that office, according to the rules of the Commission in Title 39 CFR 3001.12(c), receives requests for information pertaining to docketed cases before the Commission. These requests are made by delivering six copies of the request to the Associate General Counsel, Office of Rate and Classification Law, U.S. Postal Service, Washington, D.C. 20260, or to the appropriate Assistant General Counsel in that office.

.23 Managers of Field Installations

.231 Immediately forward to the Executive Assistant to the PMG any requests from Postal Rate Commission personnel to field installations.

.232 Postal field managers will be notified in advance of scheduled Postal Rate Commission itineraries. If any requests to add unscheduled installations, facilities, or briefings are made by PRC personnel, notify the Executive Assistant to the PMG immediately.

415.3 Inquiries on Postal Policy

All inquiries from the Postal Rate Commission concerning postal policy matters must be referred to the Executive Assistant to the PMG. Policy matters include, but are not limited to: ratemaking, mail classification, contracting and procurement, real estate, arbitration, the interpretation of collective bargaining agreements, appointments, promotions, personnel policies, and post office closings.

415.4 Release of Information

The release of information to Postal Rate Commission personnel must be consistent with the policies outlined here, and in 350, Records and Release of Information.

420 Services

421 General

421.1 Policy

.11 Conditions

The Postal Service cooperates with Federal agencies whenever the overall costs to Government will be reduced. Assistance in special projects and programs is provided when the knowledge and abilities of postal employees are helpful, as long as these activities do not interfere with postal operations.

.12 Fees

Except as provided by law, it is USPS policy to charge compensatory fees for services performed on behalf of other agencies, when these services involve significant or ongoing cost to the Postal Service.

421.2 Approvals

.21 Procedure

Interagency agreements and similar formal arrangements for USPS participation in special surveys, censuses, and other activities must be made between the national headquarters of the requesting agency and USPS Headquarters. See POM 221 for special regulations, terms, and conditions applying to requests for use of postal lobbies for display and other activities. Refer all requests from regional or area offices of Federal agencies to the RPMG for forwarding with recommendations to the appropriate Department at Headquarters. (See 114 and 115 for Headquarters functions.)

.22 Authorization

Authority to perform services for other Government agencies is announced in the *Postal Bulletin* or by letters to the offices involved.

421.3 Prohibition

Do not conduct special surveys or participate in any other special projects without the authorization in 421.22.

422 Interagency Agreements

422.1 General

The Postal Service provides certain reimbursable services to other Federal agencies under formal agreements. Services currently being provided are summarized in Exhibit 422.1.

422.2 Passport Application Acceptance Program

.21 Applicability

The Secretary of State, on authority delegated by the President, has designated certain categories of persons who may accept passport applications (section 51.21, title 22, CFR). Included are postal employees designated by the postmaster at a post office which has been selected to accept passport applications.

.22 Policy

.221 The Postal Service, by joint agreement with the Department of State, assists the Passport Office and its 10 field agencies in acceptance of passport applications. The Passport Office determines the areas (city, county, or state) where there is a public need for the additional service. The Postal Service determines which postal facility(ies) within the area has or have the capability to provide the assistance without adversely impacting normal postal operations.

.222 The USPS and Passport Office must mutually agree on the number and location of postal facilities to be involved within the area.

.223 The USPS and Department of State must mutually agree to reimbursement rates and procedures.

.23 Establishing or Changing Service

.231 New Acceptance Facilities

a. On specific request from the Passport Office, Headquarters solicits recommendations on facilities that should be authorized to accept the applications. The potential number of applicants in the area and the location of existing postal resources to provide the service are determining factors.

b. MSC managers should recommend a minimum number of locations within their areas. Customer travel

Service Provided	Reference	Agency	Responsible Headquarters Department
Food Coupon Distribution	Handbook F-1, Chapt. 7	Agriculture Dept.	Delivery Services
Sale of Migratory Bird Stamps and cooperation in Hunting Survey	Periodic Postal Bulletin Notices	Interior Dept., National Fish & Wildlife Service	Delivery Services
Distribution of Alien Address Report Cards	Annual Postal Bulletin Notices	Justice Dept., Immigration & Naturalization Service	Delivery Services
Acceptance of Passport Applications	See 422.2	State Dept., Passport Office	Delivery Services

Exhibit 422.1 Services Provided by Interagency Agreement

time, parking facilities, and clerical workload are factors to consider in site selection.

c. Clerks of Court are the traditional sources of assistance to the public in acceptance of passport applications. The USPS does not desire to compete in providing services for other government agencies. Therefore, opinions and recommendations of local Clerks of Court who also accept passport applications must be obtained before recommending that a postal facility enter or leave the program.

.232 Headquarters Notice

a. MSC managers send notification, through districts and regions, to Headquarters:

(*1*) To request prior approval to increase or decrease the number of facilities providing the service;

(*2*) To request relocation of the service to other facilities, if changes in workloads or postal resources justify the action;

(*3*) To report on planned actions such as consolidation of stations, or moves into a new facility, if the application acceptance function will involve a change in unit designation, street address, or ZIP Code.

b. Recommendations, requests, or reports must reflect the official designation (name, letter, or number) of the new location; number, street address, and ZIP Code; and the proposed effective date. Headquarters is obligated to maintain an accurate listing of postal units in the program at all times.

.233 Concurrence. Headquarters obtains concurrence of the Passport Office before authorizing any postal facility to begin or discontinue accepting passport applications.

.24 Discontinuing Service

.241 By USPS. MSC managers initiate requests to discontinue the service or reduce the number of participating facilities when other nearby acceptance agencies or postal facilities can meet community needs for the service more economically.

.242 By Passport Office. The Passport Office makes periodic reviews, and recommends removal of participating postal facilities where there appears to be no longer a need for the service. The Postal Service concurs unless the MSC manager involved determines that the action would shift an unmanageable workload onto a nearby postal facility remaining in the program.

.25 Preparation at Newly Selected Locations

.251 Instructions. Regional Customer Programs Divisions provide newly selected offices with specific instructions.

.252 Acceptance Employees.

a. Postmasters select and designate employees to provide the service. These are normally limited to one principal clerk and only enough alternates to ensure that the service is available during all advertised hours and to prevent excessive customer waiting time during peak periods. This reduces training requirements and enhances the expertise of the principal acceptance clerks.

b. Employees other than retail window clerks may be designated, since cash accountability is not a factor.

c. Supervisory personnel should be designated only for emergency situations.

.253 Acceptance Location. Postmasters select the location(s) within the facility where the service is provided. This may be one or all window positions, depending on volume of business. Consider:

a. Accessibility and customer convenience;

b. Acceptance at special window positions established for philatelic products, meter settings, bulk mailings, etc;

c. Diverting all applicants to the principal acceptance clerk at offices with a speedy line and multipurpose windows; and

d. Availability of telephone for acceptance clerk to use in answering inquiries.

.254 Training

a. An audio-visual presentation is available at Postal Employee Development Centers.

b. A self-study course, Training and Development Handbook TD-60, *Handling Out and Accepting Passport Applications*, is available at the supply centers. Requisition TD-60 for each designated employee.

c. The *Passport Agent's Manual,* issued by the State Department, provides technical guidance for all *agents* designated to accept passport applications. Designated postal employees must be provided a reasonable amount of official (on-the-clock) time to study the manual carefully. They are expected to know the contents and fully comply with the procedures. The Passport Office sends each newly selected office two copies of the manual.

.255 Hours of Service. Postmasters establish the hours for offering the service, based on local resources and capabilities. The minimum should be 10 a.m. to 3 p.m., Monday through Friday, if it cannot be provided during all normal business hours.

.256 Signs. Post signs in the lobby clearly stating the hours the service is available. Nearby postal units that do not accept applications may display a lobby sign informing customers of the locations where the service is available.

.26 Application Acceptance Guidelines

.261 Passport Agent's Manual. The manual is used for daily reference, and contains a list of Passport Office agencies serving each geographic area, with a special telephone number for acceptance employees to call for additional guidance. Changes to the manual and other passport information issued by the Passport Office periodically are sent directly to participating post offices.

.262 Acceptance Procedures

a. Most important is to establish the identity of applicants. The acceptance clerk is the only one who can determine that the applicant is the person he or she claims to be. Always annotate the application form to show the documents or procedures used for identification.

b. Acceptance employees hand out the proper blank application forms to applicants, or mail them when requested by telephone. Applicants complete the forms according to instructions printed on them, and return them in person to acceptance employees for review and execution.

c. Acceptance employees witness the applicant's signature on the application, and then sign it and affix an imprint of the postal unit's round dating stamp.

d. Acceptance employees should ensure that the application is properly completed and accompanied by the correct supporting documents. However, to avoid arguments with applicants, accept any controversial item and attach an explanatory note to the application. The Passport Office resolves the problem directly with the applicant.

e. Ensure that the applicant's check or money order, payable to the Passport Office, is for the proper amount and submitted with the application.

f. Do not recommend to applicants a particular photographer or studio for passport photographs. Refer applicants either to a locally-prepared listing of all qualified establishments in the immediate area, or to the classified pages of the telephone directory.

.263 Application Transmittal

a. On the day of acceptance, mail all passport applications with related fees and supporting documents to the designated passport agency for processing. Use Form 5659, *Passport Application Transmittal.* The original of the form accompanies the applications.

b. If more than one employee accepted applications during the day, prepare a consolidated Form 5659 for the acceptance facility. Use the ZIP Code of the acceptance unit and not of the postmaster. Include the city name with the station or branch designation in the *name of facility* block. Make a separate line entry for each application accepted during the day.

c. The *clerks initials* column identifies the employee who actually accepted the application, when more than one employee is involved.

d. Any remarks on Form 5659 should apply to the total transmittal. Comments about a specific application must be in a separate memo attached to that application. Imprint the *remarks* block with the unit's round dating stamp.

e. Before mailing, a supervisor or other employee should review the completed Form 5659 and related applications for accuracy. The reviewer initials the *remarks* block to indicate concurrence.

f. The only carbon copy of the completed Form 5659 is forwarded to the accounting unit of the postal facility each Friday at the close of business, with Item 0-13, *Routing Slip,* showing the normal business days when no applications were accepted.

.27 Reports and Records.

.271 Postmasters

a. For quality control, each passport agency maintains an informal log on the number and type of errors on applications. They make periodic summary reports to postmasters.

b. Errors must be discussed with the responsible employee for immediate corrective action. Retain the reports for one year to determine requirements for remedial training or reassignment of duty.

c. Customer complaints about the passport application service received from any source should be analyzed and considered with the error reports to determine training requirements.

.272 Accounting Unit

a. Form 5660, *Summary of Passport Applications Accepted,* is a consolidated report on the number and type of applications accepted at each location reporting to the accounting unit. It provides data for program management and for reimbursement actions.

b. Each accounting period (A/P), the accounting unit verifies the accuracy of the application count totals on the daily Forms 5659 received from acceptance units; consolidates the daily totals for each unit into a single line entry on Form 5660; and submits the completed report to the St. Louis PDC no later than close of business on the first Friday after the end of each A/P. Submit negative reports if no applications were accepted during the A/P.

c. Form 5660 requires a separate line entry for each acceptance unit and the correct ZIP Code for that unit. Under *name of facility,* enter the city name followed by the acceptance unit designation. *Example: Houston/Main Office* on one line and *Houston/Sam Houston Station* on the next line.

d. Accurate and timely submission of Form 5660 to the St. Louis PDC is vital to the reimbursement process and to program management. Respond immediately when notified of a report discrepancy (see 422.273a).

e. Copies of completed Forms 5659 and 5660 retained in the accounting unit are destroyed 3 months after the end of the quarters in which they originated.

.273 St. Louis PDC

a. To safeguard accurate and timely submission of Forms 5660, the St. Louis PDC:

(*1*) For the last A/P of the quarter, telephones the region on late reporting offices to obtain the report data;

(*2*) For all other A/Ps, sends a form letter request for missing reports and a notice that a late arriving report is being held for consolidation with next-period report data;

(*3*) Sends a letter to regional Customer Programs Division summarizing reporting errors.

b. Each A/P, the PDC prepares a listing of passport application activity for each acceptance location, as reported on the Form 5660. Listings are by post office, MSC, district, and region. They reflect data for previous year, year-to-date, previous quarters, and current period. These listings:

(*1*) Provide Headquarters an overview of program activity;

(*2*) Are the basis for reimbursement billings to Department of State;

(*3*) Are used by regions and districts for planning management.

c. The St. Louis PDC retains completed Forms 5660 and their copy of the listing for one year after the end of the fiscal year in which they were prepared, then destroys them.

.274 Headquarters, Regions, and Districts. Cut off copies of the St. Louis PDC listing at the end of each fiscal year. Retain them one year before destruction.

.28 Forms and Supplies

.281 Items Used. In addition to Forms 5659 and 5660, and Pub. 177-K, the following supplies are used for the passport acceptance program:

USPS Supply Item Number	*Descriptive Title*
DSP–1PS	Custom Hints
DSP–8872	Your Trip Abroad
DSP–5PS	Now That You Have A Passport
DSP–7	Passport Agent's Manual
DSP–8	Information on 48–Page Passports
DSP–10A	Birth Affidavit
DSP–11	Passport Application
DSP–19	Application for Amendment of Passport
DSP–60	Affidavit for Change of Name
DSP–64	Statement on Lost or Stolen Passport
DSP–71	Affidavit for Identifying Witness
DSP–82	Application for Passport by Mail
M–264	Visa Requirements
M–334	Mailing Tag for 48–Page Passport
M–343	Notice About Birth Records
PA–1083	Traveler's Tips
PHS–731	International Certificate of Innoculation

.282 Requisitioning Procedures. Requisition all items from your area supply center on Form 7380, *Supply Center Requisition*, during the regular requisitioning cycle. A new office entering the program may requisition out of cycle by explaining the emergency on the Form 7380. All blank forms and related materials are described in the *Passport Agent's Manual*. However, *do not requisition forms or supplies from the Passport Office.*

422.3 Food Coupon Distribution (reserved)

422.4 Migratory Bird Stamps (reserved)

422.5 Alien Address Report Cards (reserved)

423 Mutual Cooperation and Support

The Postal Service makes arrangements with other agencies for cooperation and support when it will be mutually advantageous. A partial list of such arrangements and references to further details is shown in Exhibit 423.

Activity	Agency	Reference
Mailing List Corrections	Government Agencies and Members of Congress	DMM 945
Lend Mail Equipment	Government Agencies (generally)	POM 575
Unscheduled Public Bulletin Board Displays in Lobbies	Government agencies (generally)	POM 221.54
Sale of U.S. Savings Bonds through postal payroll deductions	Treasury Department	ELM 616
Storage of Burial Flags for Veterans	Veterans Administration	ASM 443
Interchange of Space in Buildings	General Services Administration	ASM 516
Maintenance of Interchanged Buildings		ASM 534
Purchase of supplies through GSA Stores and Depots		ASM 720
USPS/GSA Joint Switchboards		ASM 360

Exhibit 423, Nonreimbursable Cooperation with Other Agencies

440 Flag of The United States of America

441 Display at Postal Facilities

441.1 Policy

The following postal policy is established for guidance and information for all post office personnel:

a. Only the flag of the United States of America and the Postal Service flag are authorized to be displayed at post offices except as noted in 441.2. Flags of states, commonwealths, or local governments will not be displayed.

b. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag (blue field and stars) must be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a building to a pole at the edge of the sidewalk, the flag must be hoisted out, union first, from the building.

c. When the flag is displayed otherwise than by being flown from a staff, it must be displayed flat, whether indoors or out, or so suspended that its folds fall as free as though the flag were staffed.

d. No disrespect may be shown to the flag of the United States of America. It must never:

(*1*) Be dipped to any person or thing.
(*2*) Be displayed with the union down save as a signal of dire distress.
(*3*) Be used as drapery of any sort whatsoever, never festooned, drawn back, nor up in folds, but always allowed to fall free.
(*4*) Touch anything beneath it, such as the ground, the floor, water, or merchandise.
(*5*) Be fastened, displayed, used, or stored in such a manner as will permit it to be easily torn, soiled, or damaged in any way.
(*6*) Be used as a covering for a ceiling.
(*7*) Have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
(*8*) Be used as a receptacle for receiving, holding, carrying, or delivering anything.

441.2 Display

.21 Where

The flag of the United States must be displayed on stationary flag-staffs at all post offices, branches, stations, terminals, and garages, including leased and rented premises. If the post office unit is located in a facility operated by the General Services Administration, GSA's regulations on the display of the flag govern. If the post office unit is located on a military reservation, the military regulations on the display of the flag on the reservation govern.

.22 Raising and Lowering

.221 Full Staff. As soon after sunrise as practicable, the flag must be hoisted briskly to the peak of the staff. The flag must always be displayed with the union (blue field) at the peak of the staff (unless the flag is at half-staff). At sunset, the flag must be lowered ceremoniously, folded or rolled carefully and stored where it will not be soiled or otherwise damaged. If the flag is wet when taken down, it must be carefully spread out and allowed to thoroughly dry before being stored.

.222 Half Staff. Displaying the flag at *half-staff* means lowering the flag to one-half the distance between the top and bottom of the staff. The flag must first be hoisted to the peak of the staff and then slowly lowered to half-staff. When at half-staff, at sunset the flag must be raised again to the peak and then lowered slowly before being stored for the night. When the flag is displayed at half-staff during a period of mourning, it must be so displayed also on all Sundays included in such period, when the postmaster or other postal employees are on duty in the facility.

.23 When Regularly Displayed

.231 When the postmaster or other postal employees are on duty in the facility, the flag must be displayed as soon after sunrise as practicable and until sunset on workdays, on the holidays and special days listed below, and on days proclaimed by the President of the United States.

January 1	New Year's Day
January 20 (every 4th year)	Inauguration Day
February 12	Lincoln's Birthday
February 22	Washington's Birthday
---	Easter Sunday
April 13	Thomas Jefferson's Birthday
April 14	Pan American Day
May 8	V–E Day
2nd Sunday in May	Mother's Day
3rd Saturday in May (usually)	Armed Forces Day
May 22	National Maritime Day
May 30	Memorial Day (see 441.241)
June 14	Flag Day
July 4	Independence Day
August 19	National Aviation Day
1st Monday in September	Labor Day
September 2	V–J Day
September 17	Constitution Day
October 12	Columbus Day
November 11	Veterans Day
4th Thursday in November	Thanksgiving Day
December 25	Christmas Day
Dates of admission to Union	Birthdays of States
---	State holidays

.232 If any of the days listed in 441.231 falls on Sunday, and the following day (Monday) is observed as a holiday, the flag must be displayed on both Sunday and Monday.

.24 When Displayed Half-Staff

.241 Memorial Day. On Memorial Day, May 30, the flag must be flown at half-staff from sunrise, or the hour at which it is raised, until noon, and then hoisted to the peak of the staff, where it must be flown until sunset.

.242 Deaths of Prominent Persons. The flag must be flown at half staff, as indicated, on the death of any person listed in Exhibit 441.242.

.243 Other Occasions.

a. The heads of government departments and agencies may direct that the flag be flown at half staff on buildings, grounds, etc., under their jurisdiction on occasions other than those specified which they consider proper. Notification of such an order is made by the APMG, Public and Employee Communications, to regional P&EC Directors, who notify the heads of all postal facilities.

b. The flag may be displayed at half staff on days when funerals of returned war dead are being held locally, when the flags on municipal, county, or State buildings and business establishments generally are being displayed in that manner.

.25 Other Display Requirements

.251 Bad Weather. During severe weather conditions when it is probable that the flag may be damaged, it should not be flown.

.252 Requests and Questions. Postmasters/installation heads should direct requests to fly the flag at half staff under conditions not listed in 441.24, or other questions regarding display or use of the flag, to the regional P&EC Director. Questions from regional or Headquarters offices are referred to the APMG, Public and Employee Communications.

442 Flag Maintenance and Supply

442.1 Repairs

Flags which have become frayed or torn must be neatly hemmed and continued in use.

442.2 Destruction

When a flag is badly worn and is no longer a fitting emblem for display, it may not be cast aside or used in any way that might be viewed as disrespectful to the

On death of:	Flag displayed half staff for:	On all Federal buildings in:
President or former President	For 30 days from date of death.	District of Columbia; throughout the U.S., its territories and possessions
Vice President; Chief Justice or retired Chief Justice of U.S.; Speaker of the House of Representatives	For 10 days from date of death.	
Associate Justice of Supreme Court; Cabinet member; former Vice President; President pro tempore of the Senate; Majority Leader of House; Minority Leader of House.	From day of death until interment	
U.S. Senator; U.S. Representative; Delegate;	On day of death and following day.	Metropolitan area of District of Columbia; the State, Congressional District, Territory, or Commonwealth
Resident Commissioner from Commonwealth of Puerto Rico	From day of death until interment.	
Governor of a State, Territory, or possession	From day of death until interment.	The State, Territory or possession
Prominent local citizen	From day of death until immediately after funeral.	Locally
Other officials, former officials, or foreign dignitaries	Flag is displayed half staff under orders or instructions issued by or at the direction of the President, or according to recognized customs or practices not inconsistent with law.	

Exhibit 441.242 Half Staff Display on Death of Prominent Persons

national colors, but it must be destroyed as a whole, privately, in a dignified manner and preferably by burning.

442.3 Requisitioning New Flags

Requisitions for new flags must be submitted by field officials to their designated supply centers.

443 Burial Flags

443.1 Post Offices as Depositories

.11 Section 901, title 38, U.S.C., as amended by Public Law 89-358, provides that a flag be furnished to drape the casket of each deceased veteran who:

a. was a veteran of any war, of Mexican border service, or of service after January 31, 1955;

b. had served at least one enlistment; or

c. had been honorably discharged, or released from the active military, naval, or air service for a disability incurred or aggravated in line of duty.

.12 The law further provides that after burial of the veterans, the flag furnished must be given to their next of kin; or if not claimed by next of kin, to a close friend or associate of the deceased veteran upon request.

443.2 Cooperation with VA

.21 Issuing Burial Flags

Postmasters at CAG A-J offices and at CAG K offices located at county seats, must cooperate with the Veterans Administration (VA) when requested to act as depositories for burial flags. Upon the death of a veteran and in compliance with rules and regulations issued by the VA, a depository must issue a flag to drape the casket.

.22 Correspondence

VA supplies burial flags, application forms, and the rules and regulations governing flag issue. Postmasters must address all correspondence relative to the supply and issuance of the flags to the VA Regional Offices that use their office as a depository.

Chapter 5
Facilities and Equipment

510 Real Estate and Buildings

511 General

511.1 Responsibility

.11 The Real Estate and Buildings Department is responsible for:

a. Providing new and improved facilities through ownership or lease.

b. Disposing of properties no longer required for postal use.

c. Outleasing or subleasing space in existing owned and leased facilities that is not currently required or is being held for future operational requirements.

d. Providing innovative management of all properties under USPS control.

.12 Instructions and procedures in Handbook RE–1, *Realty Acquisition and Management*, are used to carry out this responsibility.

511.2 Delegation of Authority

.21 Approval Authority

.211 Publication 190, *Capital Investment Policies and Procedures*, contains approval authority for:

a. The purchase, construction, lease alteration, maintenance, and repair of postal land and facilities and equipment.

b. The disposal of equipment, leased land, leased facilities, and USPS-owned land and buildings.

.212 This authority is granted to the Regional Postmaster General, who has the option to redelegate wholly or partially to regional headquarters offices and field organizations.

.22 Contracting Authority

Authority for approving and entering into contracts is subject to section 1, part 4 of Publication 41, *Postal Contracting Manual*.

512 Acquiring Space

512.1 New or Existing Facilities (Leased or Owned)

.11 Procedures for Acquiring New Space

.111 Requests. The requirements organization forwards requests for acquiring new or existing buildings or land through channels to the official with approval authority for funding, as specified in Publication 191, *Capital Investment Implementation Instructions*, and supplemented by regional directives. (See 521.)

.112 Space Surveys for Facility Planning. The requirements organization plans and makes space surveys. Complete space requirements request on either:

a. Form 929, *Facility Planning Data*, or

b. Form 1978, *Postal Space and Site Requirements*, and Form 4551, *Projected Fleet Requirements*.

.113 Economic Analysis. The requirements organization completes an economic analysis of alternative solutions to the facility problem, so the most favorable can be pursued. A lease/buy analysis is made to determine the relative advantage of the available alternatives.

.114 Request for Service/Project Authorization. On final approval of a project, the requirements organization submits (a) Form 7437, *Real Estate and Buildings Services Request*, and (b) Form 4209, *Project Authorization*, (if project cost will exceed $2,000) to the Real Estate and Buildings Department.

.12 Continuing Space in Existing Leased Quarters

To continue occupancy of a leased facility, the requirements organization must give notification approximately 18 months in advance of the expiring lease term. Furnish to the local Field Real Estate and Buildings Office (FREBO), a Form 7437 to (a) exercise a renewal option, (b) obtain an extension of the present lease, or (c) negotiate a new lease agreement. Specific improvements, repairs, or alterations required to the leased facility may be incorporated in the request for services at this time. The anticipated lease period and arrangements for continued occupancy should be sufficient to justify expenditures for the improvements. Also, funding of the project is authorized at this time by the Form 7437.

.13 Emergency Space

The postmaster may obtain temporary quarters which meet requirements, when emergency space is needed to protect mail and postal equipment. The regional General Manager, Real Estate Division, or the FREBO manager should be contacted immediately to finalize an agreement for the emergency space or to arrange for relocation to suitable temporary quarters.

.14 Christmas Space

.141 No Cost Space. When additional space is required for Christmas operations, attempt to obtain it at no cost to the Postal Service. Free space is sometimes available at local National Guard armories or civic locations. When free space cannot be obtained, postmasters may obtain temporary space in commercial or industrial buildings.

.142 Lease. Form 7417, *Short Form Lease*, must be completed by the postmaster and signed by the property owner (lessor). The completed Form 7417 is sent to the district manager for processing through the appropriate real estate channels.

.143 Assistance. The local FREBO or the regional general manager, real estate division, can provide assistance in obtaining temporary space.

512.2 Security Management

Prior to submitting requests for acquisition of new buildings, changes in existing facilities, or acquisition of emergency or Christmas space, notify the inspector-in-charge so that security arrangements can be coordinated. Any property selected for temporary use must be examined to ensure that proper security of mails and postal equipment can be maintained.

513 Changes Affecting Leases

513.1 Title Transfer or Death of Owner

The postmaster or manager should immediately advise the local FREBO when the ownership of a leased building is transferred, or the lessor dies. The FREBO will stop rental payments until documentation is received to support payment to the new owner(s).

513.2 Cancellation

.21 General. The formal lease agreement between the USPS and lessor often contains provisions for cancellation of the lease upon written notice by either party.

.22 By USPS. When the requirements organization no longer requires a leased facility, it gives notice to the FREBO to terminate the lease through submission of the Form 7437. The FREBO then prepares a letter to the lessor citing the paragraph of the lease under which action is being taken, and the effective date of termination.

.23 By Lessor. Postmasters must immediately forward to the local FREBO any notification received from a lessor that terminates or cancels a lease on a leased building.

513.3 Vacating Building

When a lease is terminated or canceled, or expires, and the property is to be vacated, the contracting officer, coordinating with the postmaster, assures that the premises are vacated and keys are delivered to the lessor by the date specified. Postmasters should remove USPS identification from the building and post a sign advising the public of the new location.

513.4 Authorization to Move or Occupy

The contracting officer directs the postmaster to move or occupy new leased quarters by issuing Form 7443, *Authorization to Move or Occupy*.

514 Repair of Leased Premises

514.1 Lessor's Responsibilities

.11 Preventive Maintenance. Most postal leases contain provisions making the lessor responsible for maintaining the premises in good repair and tenantable condition (except for repair of damage caused by USPS agents or employees). Where a lessor has maintenance responsibilities and has not voluntarily established systematic preventive maintenance, the postmaster or contracting officer should encourage the lessor to do so.

.12 Repairs. When repairs are needed for which the lessor is responsible, the postmaster submits in writing a request to the lessor to make the needed repairs, establishing a reasonable time period for compliance. If the repairs are not completed within the specified time, or within a reasonable extension, the postmaster refers the matter to the local FREBO. Include copies of all previous correspondence and complete information on the conditions and needs. The FREBO submits a request to the lessor, the mortgagee, and the assignee, outlining the repairs required and establishing a reasonable time for completion before taking action to have the Postal Service make the repairs.

.13 Third Party Repairs. Repairs by third parties are only considered after every reasonable effort has been made to have the lessor complete the repairs. When repairs are estimated to cost more than 25 percent of the annual rental or $5,000, whichever is greater, the lessor must be requested to participate in a joint inspection of the problem and the proposed repairs, along with possible alternative repairs, to solve the problem. The intent of this provision is to establish a basis for agreement as to the extent of repairs required. Lessors should be given a minimum of 10 days notice to participate in a joint inspection with FREBO staff.

514.2 Emergency Repairs

.21 Designation of Repairman

USPS leases require a lessor to designate a repairman whom the postmaster may call in an emergency, if the lessor cannot be contacted within a reasonable time. To comply with this requirement, the contracting officer asks the lessor to complete Form 7426, *Designation of Emergency Repairman*, at the time the lease is executed, furnishing a copy to the postmaster. The contracting officer should ask lessors, under all forms of lease agreements which contain no specific requirement, to complete Form 7426.

.22 Emergency Procedure

.221 The postmaster contacts emergency repairmen listed on Form 7426 only after continued efforts to reach the lessor have been unsuccessful, and the emergency repair is essential for continued operation, health, or safety of building or personnel. When a designated emergency repairman is called, a full report is sent to the lessor and the local FREBO as soon as possible. List dates, times called, and the nature of the emergency.

.222 If no Form 7426 or other authorization from the lessor exists for emergency repairs, the postmaster must refer the repair to the FREBO. Unauthorized repairs by a postmaster may result in a claim by the lessor for which the postmaster may be held liable, if these procedures are not followed.

.23 Change of Ownership

The FREBO sends Form 7426 to the new owner for completion when a change of ownership on a leased building takes place.

515 Improvements and Modifications

515.1 Procedures

.11 Leased Buildings

When necessary for operating purposes to make improvements to leased facilities, or to make repairs for which the lessor is not responsible, the requirements organization furnishes a Form 7437 to the FREBO, specifying scope of work, estimated cost, and appropriate plans and specifications. If the project is estimated to exceed $2,000, Form 4209 must also be sent. If project is $2,000 or less, funding is authorized on Form 7437.

.12 USPS-Owned Buildings

.121 Improvements Over $2,000. When improvements to a USPS-owned facility will exceed $2,000, the requirements organization furnishes Form 4209 and a Form 7437, specifying scope of work, estimated cost, and time limitations, to the local FREBO.

.122 Improvements $2,000 or Under. If project cost will be $2,000 or under, send a Form 7437 to the local Procurement Service Office (PSO) for appropriate action.

.13 GSA-Controlled Buildings

When alterations, improvements, or services are required to postal space in GSA-controlled buildings, the postal manager in charge of the installation initiates Form 7437, and sends the form through channels to the local FREBO.

515.2 Installation of Additional Lockboxes

.21 Policy. Sectional center managers/postmasters have limited authority to rearrange or insert additional lockboxes in existing lobbies without going through higher management. Generally, the services of the FREBO are required when the project cost exceeds $2,000 and/or involves rearrangement or extensive modification of the lockbox lobby.

.22 Scope. These procedures are established to expedite local modifications of lockboxes. They apply only to sectional center facilities, general mail facilities, associate post offices, and branches and stations.

.23 Historically Significant Facilities. Any proposed modification for additional lockboxes to an owned or leased postal facility that is listed or eligible for listing on the National Register of Historical Places must be submitted to the FREBO.

.24 Postal Owned Facilities

.241 The SC manager/postmaster is authorized only to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of the box lobby is required. This work can be performed by either the local maintenance staff or by contract.

.242 In cases where rearrangement or extensive modification of the lockbox lobby is required, the project must be forwarded to the FREBO. The FREBO is responsible for the redesign of the lobby to ensure satisfactory changes in the heating, ventilating, air conditioning, and lighting systems, floor and/or ceiling structure, security, and compliance with requirements for the handicapped.

.243 When the redesign of the lobby is completed, and the estimated cost of construction determined, the FREBO may delegate construction to the PSO, within the limits of the PSO's authority, for award of a contract.

.25 GSA-Controlled Facilities

.251 The USPS-GSA agreement (see 516.31) does not permit the Postal Service to make building modifications without prior approval from GSA. Subject to the regional Real Estate and Buildings Department's obtaining a concession from GSA, the SC manager/postmaster is authorized to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of the box lobby is involved. This work can be performed by either the local maintenance staff or by contract.

.252 All other lockbox lobby modifications must be submitted to the FREBO.

.26 Other Leased Facilities

.261 When blank panels are to be replaced by lockboxes, or boxes are to be rearranged in a panel without modifying the box lobby, the SC manager/postmaster is authorized to perform the work, provided that the FREBO coordinates the work with the owner before any work is initiated. Subject to the FREBO's notice to proceed, this work can be performed by either the local maintenance staff or by contract.

.262 All other lockbox lobby modifications must be submitted to the FREBO.

.27 Contracts. Contracts to replace blank panels with lockboxes, or to relocate lockboxes within a panel if no rearrangement of box lobby is required, are accomplished as follows:

a. By the SC manager/postmaster using existing local purchase authority, if cost does not exceed $2,000.

b. By submission to FREBO for entry and tracking in Project Authority Control System (PACS) and Facility Management System (FMS), if cost exceeds $2,000. The FREBO awards or may delegate to PSO for award of a contract.

.28 Processing Requests

.281 The request for services for lobby modification is initiated by the postmaster/installation head through the SC manager to the district manager.

.282 If the request is disapproved or must be budgeted for a future year, the postmaster is promptly notified of the decision.

.283 If the request is approved, the district manager submits the request for services to the FREBO, which advises the district manager of the project schedule within 30 calendar days.

.284 The district manager transmits the schedule to the postmaster and simultaneously advises the PSO of the schedule.

.285 The FREBO reports any changes in the schedule to the district manager, who informs the postmaster.

516 Real Property Management

516.1 Disposal of USPS-Owned Excess Real Property

.11 Inventory Review

The requirements organization, with the regional Real Estate Division, reviews the inventory of USPS-owned property at least semi-annually, to determine if there are any properties for which the Postal Service has no forseeable need. Other interested regional offices also review the inventory, and necessary approvals for disposal of any excess properties are obtained.

.12 Procedure for Disposal

If the regional capital investment committee (CIC), or other regional office with such authority, approves a property as being excess to USPS needs, the region submits a written recommendation to the Real Estate and Buildings Department to dispose of the property. This must be done no later than 180 days prior to the estimated date of occupancy of the replacement facility when the USPS still occupies the property to be disposed of.

516.2 Management of USPS-Owned Real Property Held for Development

.21 Purpose

The USPS owns numerous properties being held for development. The holding time varies with changing requirements, priorities, and funding. The Office of Real Estate, Headquarters, is responsible for obtaining maximum use of these properties, and whenever possible, a monetary return on USPS investment. Therefore, all USPS-owned properties being held for development must be studied for possible interim USPS use, or for financial benefit by outleasing, if feasible.

.22 Protection of Vacant Property

.221 Responsibility. Unoccupied buildings, improvements, or undeveloped sites, which have no potential for leasing or other beneficial use, must be protected against unauthorized use, vandalism, or damage. They will be kept in as good condition as can be economically justified. Minimum requirements for protecting and maintaining this property are issued by the regional Real Estate Division.

.222 Requirements

a. Draining water pipes and radiators.

b. Locking or boarding windows, doors, and other openings.

c. Posting signs where necessary with the notice: *No Trespassing—U.S. Postal Service Property.* If these signs are not readily available, similar signs are stocked by GSA.

d. Cutting weeds and grass to reduce fire hazard and to eliminate possible complaints from city and municipal authorities.

e. Removing snow and ice from sidewalks.

f. Notification to local law enforcement authority.

.23 Day-to-Day Management

The ranking postal official in the community or area where the unoccupied building, improvement, or undeveloped site is located is responsible for day-to-day management of the property. This official is notified by the FREBO of this responsibility, which includes the following:

a. Advise FREBO of any problems encountered at the site, whether it is leased, occupied, or vacant.

b. Make periodic and unscheduled visits to the site as needed, but not less often than monthly.

c. Refer any problem that cannot be resolved at the local level to the FREBO.

516.3 Interchange of Space in USPS and GSA Buildings

.31 USPS-GSA Agreement

Occupancy of space by the USPS in GSA-controlled buildings, and by other Federal agencies in USPS-controlled buildings, is governed by the *Agreement Between General Services Administration and the United States Postal Service Covering Real and Personal Property Relationships and Associated Services* (USPS/GSA Agreement).

.32 Standard Level User Charge (SLUC)

The Standard Level User Charge under which each agency compensates the other for space occupancy provides for standard levels of building operation, utilities, cleaning, equipment operation, and security.

.33 GSA-USPS Relationship

The relationship between GSA and USPS is on an owner-agency/tenant-agency basis. Other Federal agencies, U.S. courts, and Members of Congress occupying space in USPS buildings are considered sub-tenants of GSA.

516.4 Leasing Excess Space and Facilities

.41 General

The USPS owns and leases numerous properties throughout the United States. Additional properties are acquired by purchase, leases, or exchange of properties with GSA. It is important to have an effective and successful realty management program, and to consider leasing excess space and facilities whenever possible to reduce the USPS financial obligation.

.42 Leasing to GSA

.421 GSA is the leasing agency for most Federal agencies, including Members of Congress. Almost all Federal agencies occupying space in USPS-owned properties, are assigned the space by GSA, which acquires space assignment rights through agreement with the USPS. GSA reimburses USPS for space leased, according to the SLUC.

.422 Keeping Federal agencies as tenants, whenever possible, is preferable. However, leasing all excess space through GSA to other Federal agencies may not be possible. If GSA has no requirement for the extra space, the USPS must obtain other tenants.

.43 Leasing to Other Than Federal Agencies

.431 Procedure. Excess space not required by GSA is offered to state, county, and municipal government agencies. If none of these have a requirement for the space, a suitable tenant can be obtained from the private sector.

.432 General Requirements. Care and good judgment must be exercised in leasing to nongovernment tenants, to ensure that activities of the tenants do not adversely affect postal operations.

.433 Specific Requirements

a. The prospective tenant must be financially reliable.

b. Space leased to nonpostal tenants must be accessible by private entrance, public hallways, or other areas which do not violate postal security regulations.

c. Normal operating hours of the tenant should not conflict with the operating hours of the building.

d. Normally, building maintenance, repairs, utilities, and custodial services are USPS responsibility, but subject to the terms of the original USPS lease, if any.

e. Any space alterations or special requirements of the lessee are the lessee's sole expense. Requested alterations and requirements are approved by the contracting officer only upon a positive recommendation by the district manager.

f. The tenant contracts for telephone installation with the appropriate telephone company, at no expense to the Postal Service.

.44 Reporting Excess Space, Buildings, and Land

Postmasters, sectional center managers, and district managers must report all excess space in USPS-owned or -leased buildings, vacant land and buildings, or undeveloped USPS-owned sites. Submit Form 7437 through regular channels to the local FREBO or the regional general manager, Real Estate Division, requesting that excess space be leased. The postal manager receives credit for the rental income for leasing of excess property or space.

516.5 Obtaining Space by GSA in USPS-Controlled Buildings

.51 Requests from Other Government Agencies

All requests for space in USPS buildings received by the Postal Service from other Federal agencies (including courts and Members of Congress) must be referred without action to GSA. When an agency requests additional space in a USPS building, GSA notifies the local FREBO. Postal managers must not authorize the use of unassigned space without the concurrence of the FREBO.

.52 Procedure

Arrangements for assigning space in USPS buildings for Federal agency use are made by GSA with the concurrence of the FREBOs. Space in USPS buildings already assigned to GSA for GSA or agency use may be reassigned by GSA, provided reasonable advance notice is given to the FREBOs.

.53 Assignment of Space to GSA

The FREBO manager notifies GSA when excess space in USPS buildings is available to GSA for assignment to Federal agencies. The space is held available for GSA for 30 days unless a longer period is mutually agreeable. If GSA advises there is no requirement for the space, or if the period of availability expires without reply, the FREBO takes other action to lease the space.

.54 Alterations to Vacant Space

If excess space is not leasable without alterations, a study is conducted to determine whether making the space into leasable space is structurally and architecturally feasible. An economic analysis is also made to determine if this action is in the best interest of the Postal Service, based on anticipated rental. District managers with excess space within their jurisdiction should furnish a Form 7437 to the local FREBO for assistance in developing an economic analysis.

.55 Initial Tenant Alterations

The USPS is responsible for initial tenant alterations to the space assigned to GSA in USPS-owned or leased buildings, as required by the USPS/GSA Agreement.

516.6 Obtaining Space by USPS in GSA-Controlled Buildings

.61 Procedure

When the USPS requires space in a GSA-controlled building, or additional space in one it already occupies, GSA is notified through the local FREBO. A Form 7437 is submitted by the requirements organization, through proper channels, to the FREBO.

.62 Initial Tenant Alterations

GSA is responsible for initial tenant alterations to space assigned to the USPS in GSA-controlled buildings, as required by the USPS/GSA Agreement.

.63 Alterations, Improvements and Services

The USPS/GSA Agreement provides that GSA is responsible for all work involving alterations, improvement arrangement is mutually agreeable. If the USPS requests, and GSA provides, services above those normally provided under the standard levels established in the USPS/GSA Agreement, the costs are separately reimbursed to GSA by the USPS.

516.7 Preemption by USPS or GSA of Space Occupied by the Other

.71 USPS-Controlled Buildings

.711 The USPS notifies GSA at least 90 days in advance when space is required in USPS buildings occupied by nonpostal Federal agencies. *Exception:* If the USPS needs space used as a courtroom in a postal building, at least one year advance notice must be given to GSA.

.712 When the USPS no longer requires a facility in which GSA, other Federal agencies, courts, or Members of Congress occupy space, the FREBO notifies the appropriate GSA regional office, according to the schedule in the USPS/GSA Agreement.

.72 GSA-Controlled Buildings

.721 GSA notifies USPS at least 90 days in advance when space is required in GSA-controlled buildings occupied by the USPS. *Exception:* If GSA requires postal workroom, lockbox or screenline lobby, postal swingroom, locker room, mailing vestibule, or platform space, at least one year advance notice must be given to the Postal Service by GSA.

.722 When GSA no longer requires a facility in which the USPS occupies space, GSA notifies the appropriate FREBO, according to the schedule in the USPS/GSA Agreement.

.73 Funding

.731 When GSA or the USPS preempt space assigned to the other, the preempting agency funds only the moving expenses, including reasonable costs incidental to the move (such as moving and reinstalling telephones) of the agency or agencies required to relocate. Costs for relocating telephones cannot exceed costs of duplicating the phones existing before moving. *Duplicating existing telephones* is defined as replacing like telephone equipment, including color, number, and type of instruments, number of circuits, buttons, lights, and buzzers.

.732 The cost of moving and reinstalling telephones would not be payable by the USPS to agencies required to relocate from a building being abandoned and excessed by the Postal Service.

.733 The postal organization requesting pre-emption of space for its use is responsible for budgeting and payment of these costs.

516.8 Building Operations and Maintenance

.81 Operation of Parking Facilities

.811 In buildings operated by GSA, the USPS assigns and reassigns postal parking spaces allocated for USPS use.

.812 In buildings operated by the USPS, GSA assigns and reassigns nonpostal parking spaces allocated for other agency use.

.813 Physical protection, maintenance, and policing of all parking areas is provided by the agency operating the building.

.82 Building Services

The owner agency furnishes building services, utilities, and alterations specified as standard level in Attachments 1, 2, and 3 of the USPS/GSA Agreement. Complaints and requests relating to required building services are made or referred to the owner agency's building manager. If the building manager does not provide a satisfactory solution to the complaint or request, refer the matter to the appropriate USPS or GSA regional office.

516.9 Reimbursable Services in Excess of SLUC

.91 Policy

The USPS/GSA Agreement requires the USPS and GSA to reimburse each other for additional recurring and nonrecurring services each agency provides in excess of the SLUC.

.92 Definitions

.921 ***Recurring Services.*** Any additional utilities or custodial or security services required by a tenant or subtenant agency on either a one time or continuing basis to maintain a building operation in excess of one shift per day (8 hours, plus a minimum of one hour start up and one hour shut down time) 5 days per week, are classified as recurring services.

.922 ***Nonrecurring Services.*** Any one time improvement, alteration, or service required for a specified scope of work in a tenant or subtenant space, and for which a one time payment is to be paid by the agency, is considered a nonrecurring service.

.93 GSA Building Occupied by USPS

.931 When recurring or nonrecurring services are required by a postal manager (postmaster or officer in charge) in a GSA-controlled building, a Form 7437 is completed and forwarded through channels to the district manager. The form should provide a clear and concise description of the recurring or nonrecurring service required. The district manager reviews, modifies, cancels or approves the form and forwards it to the FREBO.

.932 In the case of recurring services, Form 7437 must be submitted 120 days prior to start of the fiscal year or date the service is required. No further action is required by the district manager, MSC manager or postal manager except to assure that the estimated cost of the recurring service has been budgeted for.

.933 The Form 7437 for nonrecurring services must be accompanied by a Form 4209 based on the estimated cost of the service if over $2,000.

.934 On receipt of Form 7437, the FREBO completes GSA Form 2957, *Reimbursable Work Authorization*, and forwards it to appropriate GSA office.

.94 USPS Buildings Occupied by GSA

.941 Federal agencies occupying space in USPS buildings and requiring recurring or nonrecurring services beyond standard levels specified in the USPS-GSA Agreement must complete GSA Form 2957 and forward the form to GSA Regional Public Buildings Service. GSA submits copies 2 through 9 of GSA Form 2957 to the FREBO manager with jurisdiction over the installation where the service is to be provided. The FREBO coordinates all recurring or nonrecurring requests received from GSA with the postal manager.

.942 When a postal manager becomes aware that a Federal agency is using space in excess of the SLUC and/or making improvement or alteration to USPS space without a GSA Form 2957 on file in the postal manager's office, the postal manager is to immediately notify the FREBO of the circumstances. The FREBO investigates the service being used by the Federal agency and notifies GSA that such services, if recurring in nature, will be discontinued within 10 days if Form 2957 is not submitted. If the service is nonrecurring in nature, GSA should be advised to cease work immediately. If the Postal Service has incurred cost or substantial damage as a result of the Federal agency actions, GSA should be so advised and the Postal Service reimbursed to that extent.

517 Facility Planning

517.1 General

The process of providing new postal quarters is subject to the requirements of a number of laws, executive orders, and other regulations. It is imperative to include these various considerations during project development. This part outlines these requirements and the procedures which must be followed in the planning process.

517.2 Community Contact

.21 Purpose

It is important to know and consider the views of local public officials, news media, and interested citizens at an early stage in the facility planning process.

.22 Application

.221 Notification procedures apply to: (a) any facility newly occupied by the Postal Service (existing building or new construction; (b) any alteration of an existing postal facility involving relocation of employees and vacating or change in function of another existing facility. *Examples:* expansion of a main office and closing of an annex; expansion of a main office to accommodate carriers from a station, changing status of the station to a finance station.

.222 Exception. Procedures do not apply to alterations which do not directly affect employee complement or customer services in the facility.

.23 Notification of Local Officials

.231 The district manager coordinates with local public officials as early as possible in the planning of a project. In all cases, this should be prior to preparation of the initial community survey by real estate personnel, and for major facilities, as soon as the facility planning concept is approved. With RPMG approval, the district manager may delegate responsibility for all or part of this coordination to appropriate sectional center managers/postmasters.

.232 Start the coordination with a letter to the head of the local government (e.g., mayor, city manager, town manager), and the state government official responsible for planning and/or zoning. Notify them that the USPS is conducting a study to establish requirements for construction of a new facility within the community. Invite comments and suggestions. Avoid reference to any specific site locations.

.233 Include in the letter:

a. A general description of the project, preferred site area (if known), its need, approximate size, number of postal employees, the area serviced by the project, the service impact, and the traffic, if any, to be generated by the project;

b. An offer to have a postal representative meet with local officials for public discussions to further review the project.

.234 Furnish a copy of the letter to the regional RE&B director, so that notification requirements specified by OMB Circular A–95 can be initiated.

.24 Presentation or Public Discussions

.241 Planning. If these are specifically requested by local officials or are considered necessary by the district manager to resolve differences:

a. Call upon real estate or engineering personnel in Real Estate and Buildings Department to assist in planning the discussions, if necessary.

b. Advise the Government Relations Department and Consumer Advocate at Headquarters when discussions are scheduled.

c. Use existing public forums, such as planning and/or zoning commission meetings, city council meetings, etc., as much as possible.

.242 Content of Discussions. Emphasize the following:

a. The primary purpose is to obtain local input regarding project location and definition, which will be given all possible consideration during planning for the proposed facility.

b. The final project approval is contingent upon successful completion of the planning phase, which must also consider USPS service requirements, site availability, and overall economics.

.243 Results of Discussions.

a. The district manager keeps a record of attendees, time, location, and major points discussed.

b. The public information officer or other qualified official issues an appropriate news release regarding the discussion.

c. Advise Government Relations Department and the Consumer Advocate of the results.

.25 Letter of Concurrence

.251 When the coordination is completed, the district manager requests a letter from the local government either (a) stating its concurrence or (b) stating its reasons for nonconcurrence, any limitations on concurrence, any alternate preferred site, and/or any other proposals. All information received will be given full consideration in the planning process.

.252 Copies of the letter from the local government are distributed to:

a. Regional RE&BD and, if a major facility project, another copy to Headquarters RE&BD for inclusion in the site planning report.

b. The APMG, Government Relations, when congressional interest is involved.

c. The Consumer Advocate on request.

.253 If there is a negative reaction by other elected officials, civic groups, or members of a congressional delegation after this concurrence, the postmaster/district manager must immediately inform the RPMG. For a major facility project, also notify the APMG, Real Estate and Buildings, through the proper channels.

.26 Final Project Development

.261 If the local government concurs in the preferred site, or if the site area can be adjusted to accommodate local requests, initiate site selection and acquisition.

.262 Evaluate the site according to the National Environmental Protection Act (NEPA). This requires considering all alternative courses of action and developing rationale for eliminating them. *(Note:* keep the APMG, Government Relations, and Consumer Advocate informed as to the status of the project development.)

.263 Ensure that the specific site is properly cleared with the appropriate clearinghouse, in compliance with OMB Circular A–95. (See Handbook RE–1, section 4.304.)

.264 Once the project is determined to comply with the requirements of NEPA and OMB, complete site acquisition procedures.

517.3 Compliance with Randolph-Sheppard Act Amendments of 1974

.31 Policy

Facility planning must comply with regulations issued by the Secretary of Health, Education, and Welfare (HEW) on March 23, 1977, implementing the Randolph-Sheppard Act Amendments of 1974. The HEW regulations (45 CFR 1369.30 and 1369.31) provide for the inclusion of satisfactory sites in Federal buildings for the location and operation of vending facilities by blind persons. (20 U.S.C. 107a(d).)

.32 Requirements

The basic requirement is for the inclusion in applicable buildings of a service area which may serve as a satisfactory site for a blind vending facility. The area must have no less than 250 square feet of space, together with sufficient electrical, plumbing, heating, and ventilation for a vending facility, in accordance with applicable codes.

.33 Application

.331 Types of Buildings Affected

a. Buildings which will house 100 or more employees during the day tour, or

b. Buildings which will contain 15,000 or more net interior square feet.

.332 Types of Projects Affected

a. New construction.

b. Alteration, improvement, or modernization which will make a permanent material change in the floor area of the building that would render the building appropriate for the location and operation of a vending facility by a blind vendor.

c. Purchase or lease of an existing building for use as a postal facility. Exception: where fee title is acquired to an existing leased postal facility under a purchase option or other agreement made prior to January 2, 1975, provision for a service area beyond that already existing is not required.

.333 Exception in Unusual Circumstances. If the USPS and the state licensing agency agree in writing either (a) that it is not possible to install a service area or (b) that operation of a blind vending facility would not be physically or economically feasible, in a building that would otherwise qualify, provision for the service area need not be included.

.34 Notification Requirements

.341 When the USPS awards a contract for architectural-engineering services for design of a new facility with a satisfactory site for a vending facility, the USPS must notify the appropriate state licensing agency. A copy is sent to HEW.

.342 Plans for a vended or manual cafeteria must also be included in the letter. The letter is sent certified, return receipt requested, in the format in Exhibit 517.34.

.343 For regional projects, the regional RE&B Director sends the letter, with a copy to the regional Employee and Labor Relations Director.

.344 For major facility projects, the Office of Program Planning, RE&B Department at Headquarters, sends the letter, with a copy to the APMG, Employee Relations.

.345 If the state licensing agency's response, or any other communication, presents a need for negotiations with the state or HEW, the matter should be forwarded immediately to the regional E&LR Director for resolution.

517.4 Environmental Assessment

It is USPS policy to examine the environmental impacts of all postal projects during facility planning, and to avoid or mitigate any substantial adverse impacts on the environment.

517.5 Transportation Cost Studies

A transportation cost study must be prepared for each major facility project where transportation costs are a factor in the evaluation and selection of the facility site.

517.6 Regional Facility Parameters

.61 Requirements

Postal management must evaluate proposed regional facility projects to ensure that the proposal is consistent with reasonable parameters for community needs and project costs.

.62 Procedure

The regional RE&B Director or designee completes and signs Form 4908, *Facility Project Evaluation Parameters.* Form 4908 is placed in the planning file of each facility. The regional CIC will not approve a project if any of the limits (see 517.63) are exceeded, unless reasons for exceeding them are clear, compelling, and thoroughly documented.

.63 Parameters

.631 Ratio of population served to size of facility. When the population served is less than 10,000, ratio of building to population should not be more than one foot per person. For sectional centers (processing plants) the ratio should be no more than 0.5 square foot per person.

.632 Normal site preparation activities such as earth moving and relocation of utilities, and minor demolition work, are part of the construction cost. Major demolition work such as removal of permanent structures on the site are part of the cost of site acquisition.

.633 Ratio of site size to building should not exceed 6 to 1.

.634 Cost per square foot of building construction should not exceed the following:

Sq. Ft. (000)	*Cost*
0–10	$45 x USPS Construction Cost Index
10–20	$42 x USPS Construction Cost Index
20–50	$40 x USPS Construction Cost Index

.635 No building occupied less than 20 years with a space deficiency of 20 percent or less should be replaced.

.636 No building should be replaced where the equivalent cost per year of the new project exceeds 8 times the existing building cost.

.637 The ratio of site cost to total project cost should not exceed 25 percent.

.64 Exceptions

.641 Where parameters are justifiably exceeded, a copy of the Form 4908 justification should be forwarded to the APMG, Real Estate and Buildings Department, and APMG, Mail Processing Department, for their information.

.642 If parameters are exceeded after Regional CIC authorization, the APMG, Real Estate and Buildings, and APMG, Mail Processing, should be notified with a copy of the revised Form 4908 and an explanation detailing the increase in size or cost of the project or parameter. This is in addition to the regional requirement for resubmission to Regional CIC.

.65 Cost Indices

USPS Construction Cost Indices are shown in Exhibit 517.65.

517.7 Compliance with Clean Air Act, Clean Water Act, and Safe Drinking Water Act

.71 Requirement

The USPS is required to comply with the Clean Air Act (PL 95-95 as amended), the Clean Water Act of 1977 (PL 95-217), and the Safe Drinking Water Act (PL 93-523 as amended by PL 95-190 (42 USC 300 j-6)). These Acts make the Postal Service subject to all federal, state, interstate and local requirements for

To: (State and Licensing Agency)
Copy to: Secretary
Department of Health, Education and Welfare
Attn: Asst. Commissioner, Office for the Blind and
Visually Handicapped
330 "C" Street, S.W.
Washington, D.C. 20201

This is to advise you of the intention of the U.S. Postal Service to (construct) (renovate) (purchase) (lease) a facility, for which notification is required by the Department of Health, Education and Welfare (HEW) Regulations (45 CFR 1369.31) to implement the 1974 Amendments to the Randolph-Sheppard Act (Public Law 93–516).

The facility is (to be) known as the (*title and description; e.g. Big City, TX Main Post Office*). It will be located at (*address or description*). It will contain approximately ________ square feet of interior floor space and will house a total complement of approximately (*number*) employees, expected to be scheduled to work approximately as follows:

Tour 1 12:00 M - 8:00 AM ________ employees
Tour 2 8:00 AM - 4:00 PM ________ employees
Tour 3 4:00 PM - 12:00 AM ________ employees

The planned facility is scheduled for occupancy in (*month/year*). A service area of approximately 250 square feet, which may serve as a satisfactory site for the location and operation of a vending facility by blind persons is included in (the plans for) the building. The state licensing agency is hereby offered the opportunity to determine whether the building includes a satisfactory site or sites for a vending facility.

The state licensing agency, subject to the approval of the Postal Service, is offered the opportunity to select the location and type of vending facility to be operated by a blind vendor prior to the completion of the final space layout of the building.

I would appreciate your response to this notification pursuant to 45 C.F.R. 1369.31 within 30 days of receipt, including advice as to whether your agency intends to establish a vending facility.

[A (*vended* or *manual*) cafeteria will also be provided in the new facility. Operation of the food service unit must meet the needs and schedules of the postal employees as determined by local management. The (*city/state*) Postmaster will direct the solicitation of proposals for operation of the food service unit several months before occupancy of the new building. At that time your agency will be invited to submit a competitive proposal for operating the food service unit in accordance with Section 1369.33 of the HEW regulations.]

Sincerely,

Regional Director
Real Estate and Buildings Department
cc: Regional Director
Employee and Labor Relations

Exhibit 517.34 Sample Notification Letter

the control and abatement of air and water pollution or whenever a project or activity is initiated which may endanger drinking water.

.72 Application

The requirements apply to record keeping, reporting, obtaining permits, payment of reasonable service charges, etc., in every facility project involving new construction (ownership or lease) or improvement of an existing facility.

.73 Responsibilities

.731 Real Estate and Buildings Organizations. Ensure that the architect-engineer firm's contract requires this compliance. This is done immediately after USPS approval of the design concept, but no later than at completion of design.

.732 Architect-Engineer Firm.

a. Determines, from appropriate state or local authority responsible for monitoring conformance with standards for air pollution emission and water pollution, whether permits or approvals are required for compliance with the Acts.

b. Prepares and files the applications for the permits or approvals if they are required.

.733 USPS Legal Counsel. If the required permits or approvals are withheld or denied by state or local authority, USPS legal counsel must be consulted immediately, and a determination made of action to be taken on the project.

517.8 Facility Activation

To activate a new facility, management must begin planning at about the time a construction contract is let. See Handbook M-73, *Postal Facility Activation Manual,* for the detailed activities essential to an effective transition.

518 Design and Construction

518.1 Identifying Postal Facilities

.11 General

All postal installations must be clearly identified to ensure customer recognition of the facility. Street numbers, where assigned, are displayed near the public entrance.

.12 ZIP Code

Include ZIP Code on identification of all facilities serving only one ZIP Code area. Do not include it on facilities serving more than one ZIP Code area.

Examples:

a. Main Office-single ZIP Code area
United States Post Office
Arch Cape, Oregon 97102

b. Main Office-multiple ZIP Code area
United States Post Office
Arlington, Virginia

c. Branch
United States Post Office
Dunmore, Pennsylvania 18512
or
United States Post Office
Dunmore Branch
Scranton, Pennsylvania 18512

.13 Signs

.131 Exterior. When a building exterior does not have suitable identification, postmasters must prominently display decal letters and numbers or other appropriate signs.

.132 Interior. Post offices located in federal buildings where GSA regulations do not permit outside postal identification, will display appropriate interior signs.

.14 Dedicatory Placques and Memorials

.141 Policy. When the USPS acquires property by construction, lease, purchase, donation, or condemnation, the acquisition is normally acknowledged by installing a dedication placque in the building.

.142 Inscription. The following inscription is used on plaques installed in all newly acquired postal owned or leased buildings:

THIS BUILDING
DEDICATED TO
PUBLIC SERVICE
1980 (*year of dedication*)
JIMMY CARTER
PRESIDENT OF THE UNITED STATES
WILLIAM F. BOLGER
POSTMASTER GENERAL

.143 National Historic Place Designation. Instructions regarding the designation of postal property as a National Historic Place were issued to each RPMG by letter of November 13, 1972. The placement of such plaques and memorials on postal-owned property is limited to those buildings listed in the National Register of Historic Places.

.144 Placques Honoring an Individual. When a USPS building is designated by an Act of Congress to honor an individual, the postmaster is notified by the Government Relations Department, and an appropriate placque is forwarded for installation. (See 411.46.)

.15 Construction Project Signs.

.151 Policy. The construction contractor installs a construction project sign at all project sites, according to specifications in 518.152. The USPS supplies the sign facing; the construction contractor supplies and installs all other materials.

.152 Specifications. The project signs must be:

a. 51 inches high x 98 inches long.

b. Screen-printed on *Tyvek* or equivalent material in standard USPS colors (blue background, white lettering, and standard USPS emblem in red, white, blue and gold).

.153 Responsibilities. The signs are centrally procured and stocked at the area supply centers. FREBOs are responsible for ordering enough signs to meet their needs.

518.2 Fees and Payments

.21 Procedures for Special Contractor Payments

.211 Purpose. Special emergency contractor payments for RE&BD administered contracts are only justified on the basis of contractor hardship or USPS benefit.

.212 Approval. All special payments must be approved in writing by:

a. The APMG, Real Estate and Buildings, or above, for Headquarters administered contracts.

b. The RPMG for regional administered contracts.

.213 Method. The approving authority forwards a written request for payment to the PDC, indicating approval.

.22 A/E Services and Fees

.221 Policy. In contracting for architect/engineer (A/E) services for the design and construction of regional facility projects, the requirements of Publication 41, *Postal Contracting Manual (PCM)*, regarding professional fee limits for A/E services must be followed. This applies to design, preparation of bid packages, checking shop drawings, and supervision of construction for postal facilities of $3 million or under.

.222 Requirements

a. The fee paid to A/E firms for professional design services must not exceed 6 percent of the estimated cost of construction. The fee may be exceeded only with the express written consent of the APMG, Real Estate and Buildings.

b. The fee paid to A/E firms for checking shop drawings and supervision of construction must not exceed 4.5 percent of the estimated construction cost at the time the A/E contract is negotiated. The fee may be exceeded only with the express written consent of the APMG, Real Estate and Buildings.

c. Each contract for professional services with an A/E firm must contain a clause clearly stating the construction cost limit and holding the firm liable for designing within that limit or otherwise redesigning to the construction cost limit at no additional cost to the USPS.

d. No regional feasibility study contracts may be signed without the prior written approval of the APMG, Real Estate and Buildings. This is not to prohibit regional feasibility studies, but to fully inform the APMG, RE&B, of the intent and need of the study and to obtain APMG approval before implementation.

.223 Term Agreements. Agreements with A/E firms for professional services, on a term basis, required in connection with repair and alteration projects, energy surveys/designs, and environmental studies, are permitted subject to the following conditions:

a. The base term of the contract will be for a period of one year with two one-year renewal options. The term of the agreement must be published with the announcement for A/E services.

b. Each exercise of a renewal option requires a justification statement and approval of the Regional Director, Real Estate and Buildings.

c. When an agreement (including options) expires, the A/E will not be eligible for a new term agreement for one year.

d. The total value of work orders including feasibility studies, cost estimating, design, construction inspection or supervision, and any other support costs for any individual project may not exceed $25,000.

e. The design fee for each task issued under a term agreement must be negotiated separately and may not exceed 8 percent of the estimated construction cost.

f. Total professional fees obligated under a term agreement may not exceed $100,000 per year.

g. The evaluation and selection of architect/engineer firms to perform professional services under a term agreement will be conducted using the Architect/Engineer selection procedures set forth in PCM 18-605.

h. Each term agreement scope of work will be limited to a geographic area (such as a single SMSA or a group of named, contiguous towns, small cities, or rural counties, or a combination of these), which has been described in the published announcement for A/E services.

i. Each term agreement for A/E services must contain a specific description of: (1) the services to be performed; and (2) the method and rates for determining the fees to be paid.

j. One-time deviations from this section may be made or authorized by the following personnel within the limits of their delegated authority, provided that special circumstances justify such a deviation (approval must be in writing):

Assistant Postmaster General
Real Estate and Buildings Department

Director
Office of Design and Construction Management
Real Estate and Buildings Department

Director
Real Estate and Buildings Department
Regional Headquarters

k. Audit requirements are specified in PCM 3-809(b) and 18-607.8.

518.3 Building Materials and Design Requirements

.31 Sprayed-On Fire Protection

.311 Requirements. The following are procedures for:

a. Specifying materials for sprayed-on fire protection for new construction, and

b. Correcting existing conditions which may be hazardous to employee health resulting from exposure to airborne asbestos fibers.

.312 Definitions

a. Asbestos. Chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite, and any product containing any of these minerals.

b. Asbestos fiber. A particulate form of asbestos, longer than 5 micrometers, with length-to-diameter ratio of at least 3 to 1, and maximum diameter of 5 micrometers.

.313 Specifications for New Sprayed-On Fire Protection

a. All new materials for sprayed-on fire protection for construction must meet the requirements for Federal Specification SS-S-111, Type 1, factory mixed cementitious materials having a minimum applied dry density of 18 pounds per cubic foot, or Type 11, factory mixed mineral fibers with integral inorganic binders having a minimum applied dry density of 15 pounds per cubic foot, *except* that material containing asbestos is *not permitted.*

b. The fire protection material manufacturer recommends and supplies the bonding adhesive for fire-protection fibrous materials and the sealer. The adhesive may be an integral part of the material or applied separately to the surface receiving fire protection. The sealer must be fungus resistant, may be an integral part of the material or applied separately to the exposed surface, and must have fire hazard classifications (ASTM E 84) as follows:

(*1*) Flame Spread	25 or less.
(*2*) Fuel Contributed	50 or less.
(*3*) Smoke Developed	50 or less.

.314 Correcting Existing Conditions

a. Regional RE&B Directors are responsible for correcting any existing conditions which may be hazardous to employee health from exposure to airborne asbestos fibers.

b. In facilities with exposed sprayed-on fireproofing containing asbestos, either:

(*1*) Remove and dispose of asbestos fireproofing according to procedures in Title 29, CFR part 1910.1001 (amended in Federal Register, 3-19-75) and Title 40 CFR part 61, (amended in Federal Register, 10-14-75) or

(*2*) Spray seal exposed asbestos fireproofing according to manufacturer's recommendations with a product with the following characteristics: (a) water-based elastomeric copolymer compound; (b) possesses an average vapor permeability of not more than 30 grams/ square meter/day; (c) passes ASTM E-84 test procedure with not greater than the following surface burning ratings:

Flame spread (STD) = 15
Flame spread (GWL) = 15
Smoke developed = 70
No ignition within 10 seconds

c. In facilities where sprayed-on fireproofing has been removed, reinstall asbestos-free sprayed-on fire protection over the same area according to specifications in 518.313.

.32 Energy Conservation Design Standards

.321 Policy. All new postal facilities should be designed for maximum energy conservation, in accordance with the national energy policy.

.322 Background. In August 1976, Congress enacted Public Law 94-385, mandating energy-conserving design for new buildings. Under that legislation, the U.S. Department of Housing and Urban Development (HUD) issues performance standards for energy conservation in all new buildings. The USPS is required to adopt procedures to comply with those standards.

.323 Mechanical and Electrical Systems

a. Design Standards. Building envelopes must be designed with effective thermal resistance and low air leakage, and mechanical electrical, service, and illumination systems must be designed and selected for the efficient use of energy.

b. Application. This policy must be followed in all geographic locations and their variations in climatic conditions; and in all new buildings, both owned and leased.

c. Reference. Base the design of new postal facilities, as a minimum, on those provisions of ASHRAE Standard 90-75, developed by the American Society of Heating, Refrigerating, and Air Conditioning Engineers, that yield the greatest energy savings. The following areas of ASHRAE Standard 90-75 must be carefully considered in designing facilities:

(*1*) Ambient design conditions as in ASHRAE Handbook for Fundamentals (chapter 33), using the 97-1/2 percent column for winter and 2-1/2 percent column for summer.

(*2*) Postal facilities are Type B buildings. Due to the design and use of these facilities, overall building U factors should be lower than those in the standard.

(*3*) Systems that employ both heating and cooling simultaneously are inherently inefficient in use of energy, and should not be used in postal facilities.

(*4*) Each fan system must be designed to use up to and including 100 percent of the fan system for cooling, with outdoor air automatically, whenever its use will result in lower use of energy.

(*5*) Hot water piping, chilled water piping, certain ductwork, etc., should be installed to reduce thermal transfer. All supply ducts in conditioned spaces, and all return air ducts, need not be insulated.

(*6*) HVAC (heating, ventilating, air conditioning) system design must provide means for balancing the air and water systems.

(*7*) HVAC system cooling equipment and components must comply with energy efficiency ratios and coefficients of performance listed in the standard.

.324 Use of Natural Ventilation

a. When designing postal facilities, the USPS reduces energy consumption by taking advantage of natural ventilation during seasons and climate conditions when mechanical heating or cooling is not required, or is required for only part of the day.

b. The designs of all new facilities must provide operable sash in all exterior glass areas accessible from inside the facility. It is not necessary to increase the area of glass beyond that normally provided. All of the glass area need not be operable.

c. If operable sash are awning or casement types that swing outward beyond the exterior face of the building and are within 7 feet from the exterior ground elevation, pedestrian walkways outside of the building passing in front of such sash must be placed far enough away from the sash in the open position to prevent an accident hazard.

d. All operable sash must:

(*1*) Have insect screens and inside locks.

(*2*) Have all glazing beads and stops placed on the interior side of the sash.

e. Operable sash installed in workroom areas or nonadministrative areas frequented by mailhandling employees must be provided with wire mesh security screening. If the operable portion of glass area is placed at least 10 feet from the finished floor level, the security screening may be omitted.

f. Operable sash that cannot be readily observed from the street must be of the detention/security type with heavy metal frame having mullions spaced to prevent the passage of a person's body. The lights in these sash must be reinforced glass or nonbreakable plastic.

.33 Facility Cost Reduction

.331 Requirement. In the design and construction of USPS owned and leased buildings, reduction in costs of construction, operation, and maintenance must be made by:

a. Applying cost conscious architectural and engineering design, and value engineering principles.

b. Careful cost control and critical reviews of requirements for operational space, Inspection Service security, and maintenance.

.332 Procedure. The Mail Processing Department, Inspection Service, and Real Estate and Buildings Department must cooperate in the planning and design phases of project development to implement facility cost reduction. See Exhibit 518.33 for areas to investigate for each project. Cost savings should be effected whenever possible, but must be consistent with USPS compliance with local and/or national codes.

518.4 Safety and Health

.41 Accessibility for the Physically Handicapped. It is USPS policy, when designing, constructing, or altering facilities, to allow facility access for the physically handicapped. See Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped.*

.42 Regulation. All space obtained by the Postal Service must, as a minimum, meet the safety and health standards specified in the Occupational Safety and Health Act (OSHA) of 1970 (PL 91-596, 84 STAT. 1590, 29 USC 667), and requirements as contained in OSHA Standards 29 CFR 1910.

As of January 1, 1980

State	Exceptions	Index
Alabama		1.25
	Mobile	1.27
	Montgomery	1.26
Alaska	Anchorage	1.98
Arizona		—
	Phoenix	1.44
	Tucson	1.42
Arkansas		—
	Ft. Smith	1.22
	Little Rock	1.29
California		—
	Anaheim	1.52
	Bakersfield	1.52
	Fresno	1.52
	Los Angeles	1.53
	Oxnard	1.53
	Riverside	1.52
	Sacramento	1.58
	San Diego	1.52
	San Francisco	1.65
	Santa Barbara	1.62
	Stockton	1.56
	Vallejo	1.60
Colorado		—
	Colorado Springs	1.35
	Denver	1.36
	Pueblo	1.32
Connecticut		1.35
	Bridgeport	1.36
	Stamford	1.36
Delaware		1.37
Washington, D.C.		1.39
Florida		—
	Ft. Lauderdale	1.26
	Jacksonville	1.25
	Miami	1.29
	Orlando	1.23
	Tallahassee	1.18
	Tampa	1.29
Georgia		—
	Albany	1.21
	Atlanta	1.29
	Columbus	1.20
	Macon	1.20
	Savannah	1.24
Hawaii	Honolulu	1.56
Idaho		—
	Boise	1.36
	Pocatello	1.37
Illinois		—
	Chicago	1.43
	Decatur	1.40
	Joliet	1.45
	Peoria	1.39
	Rockford	1.41
	Springfield	1.36
Indiana		—
	Anderson	1.35
	Evansville	1.36
	Ft. Wayne	1.35
	Gary	1.44
	Indianapolis	1.38
	Muncie	1.33
	South Bend	1.38
	Terre Haute	1.36
Iowa		—
	Cedar Rapids	1.35
	Davenport	1.36
	Des Moines	1.37
	Sioux City	1.33
	Waterloo	1.33
Kansas		—
	Topeka	1.33
	Wichita	1.30
Kentucky		—
	Lexington	1.33
	Louisville	1.38
Louisiana		—
	Baton Rouge	1.33
	Lake Charles	1.33
	New Orleans	1.30
	Shreveport	1.30
Maine		—
	Lewiston	1.23
	Portland	1.26
Maryland		—
	Baltimore	1.30
Massachusetts		—
	Boston	1.44
	Brockton	1.38
	Fall River	1.40
	Lawrence	1.39
	Lowell	1.39
	New Bedford	1.36
	Pittsfield	1.33
	Springfield	1.34
	Worcester	1.37
Michigan		—
	Ann Arbor	1.45
	Dearborn	1.51
	Detroit	1.51
	Flint	1.42
	Grand Rapids	1.35
	Kalamazoo	1.35
	Lansing	1.37
	Saginaw	1.40
Minnesota		—
	Duluth	1.36
	Minneapolis	1.36
	Rochester	1.36
Mississippi		—
	Biloxi	1.26

Exhibit 517.65 USPS Construction Cost Indices

As of January 1, 1980

State	Exceptions	Index
	Jackson	1.24
Missouri		–
	Kansas City	1.39
	St. Joseph	1.35
	St. Louis	1.40
	Springfield	1.31
Montana		–
	Billings	1.35
	Great Falls	1.36
Nebraska		–
	Lincoln	1.32
	Omaha	1.41
Nevada		–
	Las Vegas	1.49
	Reno	1.48
New Hampshire		1.26
New Jersey		–
	Camden	1.42
	Jersey City	1.46
	Newark	1.43
	Patterson	1.43
	Trenton	1.41
New Mexico	Albuquerque	1.35
New York		–
	Albany	1.35
	Binghamton	1.32
	Buffalo	1.43
	New York	1.55
	Rochester	1.40
	Schenectady	1.36
	Syracuse	1.38
	Utica	1.34
	Yonkers	1.50
North Carolina		1.18
North Dakota	Fargo	1.33
Ohio		–
	Akron	1.41
	Canton	1.36
	Cincinnati	1.41
	Cleveland	1.47
	Columbus	1.38
	Dayton	1.38
	Lorain	1.44
	Springfield	1.36
	Toledo	1.48
	Youngstown	1.40
Oklahoma		–
	Lawton	1.25
	Oklahoma City	1.32
	Tulsa	1.34
Oregon		–
	Eugene	1.50
	Portland	1.49
	Allentown	1.35
	Erie	1.37
Pennsylvania		–
	Harrisburg	1.29
	Philadelphia	1.39
	Pittsburgh	1.44
	Reading	1.31
	Scranton	1.33
Rhode Island		1.35
South Carolina		–
	Charleston	1.18
	Columbia	1.19
South Dakota		1.27
Tennessee		–
	Chattanooga	1.26
	Knoxville	1.23
	Memphis	1.28
	Nashville	1.24
Texas		–
	Abilene	1.23
	Amarillo	1.27
	Austin	1.25
	Beaumont	1.34
	Corpus Christi	1.23
	Dallas	1.30
	El Paso	1.20
	Ft. Worth	1.32
	Houston	1.36
	Lubbock	1.25
	Odessa	1.32
	San Antonio	1.26
	Waco	1.25
	Wichita Falls	1.27
Utah		–
	Ogden	1.43
	Salt Lake City	1.33
Vermont		–
	Burlington	1.26
	Rutland	1.30
Virginia		–
	Area adjacent to D.C.	1.37
	Newport News	1.22
	Norfolk	1.22
	Richmond	1.26
	Roanoke	1.20
Washington		–
	Seattle	1.49
	Spokane	1.45
	Tacoma	1.46
West Virginia		–
	Charleston	1.39
	Huntington	1.41
Wisconsin		–
	Green Bay	1.34
	Kenosha	1.35
	Madison	1.34
	Milwaukee	1.37
	Racine	1.35
Wyoming		1.34

NOTE: For states that have multiple indices, interpolate indices of listed cities located nearest to the city in question.

Exhibit 517.65 USPS Construction Cost Indices (cont)

520 Plant and Equipment Requirements

521 Facility Requirements

521.1 General

.11 Policy

Before reaching decisions concerning new or improved facilities, every effort will be made to continue occupancy of the present facility, with capability to meet expected future requirements in capacity and service standards. The criterion for adding to or replacing facilities is improvement of postal service at least cost. New construction is authorized only when use of an existing building cannot be justified from a service, environmental, or economic standpoint.

.12 Definitions

.121 Major Facility Projects. Projects costing $3 million or more.

.122 Regional Facility Projects. Projects costing less than $3 million.

.13 Responsibility

.131 Headquarters. The Facility Development Division, Mechanization and Facility Development Office, Engineering and Technical Support Department, has overall responsibility for developing, analyzing, and approving requirements for postal facilities.

.132 Regions. The Operational Requirements Branch develops and implements short- and long-range regional requirements for postal facilities.

.14 References

The primary documents used in planning for capital investment in facilities are Publications 190, *Capital Investment Policies and Procedures,* and 191, *Capital Investment Implementation Instructions.* Publication 37, *USPS Postal Facilities Planning Data and Equipment Layouts,* is the document used for space planning.

521.2 Facility Planning and Budgeting

.21 Project Identification

.211 Approval Factors. Requirements for new or improved facilities may be approved on the basis of one or more of the following factors:

a. Employee Factors. For safe and healthful working conditions.

b. Service Factors. Considerations such as severe capacity deficiencies, growth, lease preemption, condemnation.

c. Economics. Providing a positive return on investment (ROI). (See Pubs. 190 and 191.)

.212 Long Range Planning. Long range facility planning at the MSC and district levels usually identifies problem facilities and provides adequate lead time for all alternatives to be considered and proper action initiated.

.213 Notification of Deficiencies. The postmaster is responsible for notifying next higher management of specific facility deficiencies. A requirements analyst prepares preliminary data, including building conditions review, facility planning concept, and preliminary review of alternatives. The postmaster submits this data through proper channels to the operational requirements organization.

.22 Project Scheduling

.221 Five-Year Needs. Five-year facility needs are determined annually. When developing regional budget submissions, MSCs prepare a list of facilities within their jurisdiction which should be considered for action within the next 5 years. (See 2.3, Pub. 191.)

.222 Planning Cycle. The planning cycle schedule for individual facility projects includes only projects requiring planning or budgeting action for the first year of the 5-year budget. During this scheduling, priority assignments are given to facilities proposed for inclusion in the budget.

.223 Schedules and Priorities. Planning schedules and priorities are completed by officials at the level of authority responsible for operational approval:

a. Headquarters —Facility Development Division.
b. Regions —Operational Requirements Branch.
c. District/MSCs —district manager.

.23 Facility Planning Concept

.231 Description. A facility planning concept is a document showing the operational functions to be performed in a new facility and how these will affect other units in the service area. The following information must be included in the document:

a. Justification. History of projects, costs, occupied space, current working and building conditions, and forecasted needs.

b. Functions. Complete description of functions to be housed in the facility.

c. Facilities Affected. List of all facilities impacted by the project; occupied space, location, cost, disposition, and impact on employees working in existing facilities.

d. Distribution Concept. Distribution to be performed; present and proposed next day delivery areas; mechanization needs; information on detached units, associate offices, BMC, etc.

e. Delivery Concept. ZIP Code arrangements; delivery territories; planned changes in ZIP Codes or lockbox numbering.

f. Retail Concept. Retail requirements.

g. Site Information. Boundaries for preferred site; employee impact considerations.

h. Supplemental Data. Transportation considerations, platforms, ramps, public and employee parking, and any special requirements in building or site.

.232 Purpose. All new construction or modification projects are initiated by a facility planning concept, submitted to the regional Operational Requirements Branch for regional projects, and to Headquarters Facility Development Division for major projects. The concept is used for budgeting, assigning priorities, and developing space requirements.

.233 Procedure

a. The MSC manager responsible for the project area prepares the facility planning concept, according to national, regional, and local operating policies.

b. The facility planning concept must be approved by the postmaster or installation head of the affected unit (for modifications), MSC manager, district manager, and region; and Headquarters if a major facility project.

c. Design, construction, and operation of a new or modified facility must comply with the approved facility planning concept.

.234 Changes

Changes to an approved facility planning concept are documented in a *revised concept,* and approved as in 521.233b. All deviations from the original concept must follow the approved revision.

.24 Space Planning

.241 Purpose. Space is provided for all functions and activities described in the approved facility planning concept.

.242 Criteria

a. Publication 37, *USPS Postal Facilities Planning Data and Equipment Layouts,* contains procedures for specific assignment of space for functions and activities at post offices, stations, and branches.

b. Exception: Allocation for office space at regional and district offices is made from criteria in Exhibit 521.242b.

.243 Deviations. Deviations from established criteria must be documented, justified, and approved by (a) regional Operational Requirements Branch for regional projects, (b) Headquarters Facility Development Division for major projects.

.244 Procedure. Requirements developed from Pub. 37 are recorded on Forms 1977, *Space Requirements Statistics,* 1978, *Postal Space and Site Requirements,* and 929, *Postal Space Requirements.* The requirements analyst completes the forms and forwards them for district, regional, and Headquarters approval, depending on current levels of funding approval authority.

521.3 Justification

.31 Purpose

All projects which warrant expenditure of funds must be justified as to operations, working conditions, and/or economics according to Pubs. 190 and 191, before submission to the appropriate funding authority.

.32 Final Alternatives

.321 Selection of Alternatives. Prior to the completion of Forms 1977, 1978, and 929, the final alternatives are developed as follows:

a. Headquarters, regional, and local personnel consider all possible alternatives, and reduce the number to those which are highly competitive and jointly agreed on, to be considered for complete analysis. Any alternative that is operationally, economically, and environmentally feasible must be one of the final alternatives.

b. Any group involved in project planning and validation (e.g., operations, real estate and buildings, finance) should be included in investigation of alternatives and agree to the final alternatives.

.322 Reference. Alternatives normally considered are outlined in 3.2, Pub. 191.

.33 Decision Analysis Report

.331 Preparation. The decision analysis report is the justification document required for all facility approvals. The report is prepared, according to Pubs. 190 and 191, to give management the merits of each alternative relative to operations, working conditions, and economics.

.332 Validation. The report is validated for financial integrity by the appropriate finance organization, and submitted to the Capital Investment Committee (CIC) through its secretary for funding consideration.

521.4 Funding Approval

.41 Capital Investment Committee

The CIC must approve the funding of all facility projects. Responsibilities and authority of the CIC are specified in Pubs. 190 and 191.

.42 Board of Governors

Certain major facility projects must be presented to the Board of Governors for review and final approval.

SQUARE FEET FOR OFFICE SPACE					
EAS - PMS Level (Current)					
15[1] / 17	18 / 22	23 / 26	27 / 30	31[2] / 36	37 / 40
70	120	150	175	300	380

[1] Positions below EAS/PMS–15 will be provided 70 square feet in general office unless duties require private or semi-private space.

[2] Includes Inspection Service Division Inspectors-In-Charge.

Exhibit 521.242b, Office Space Criteria

521.5 Support Activities

.51 Site Selection

.511 Responsibility. Real Estate and Buildings Department is responsible for identifying sites for new postal buildings.

.512 Review and Approval. The district manager or designee, Facility Development Division representative, and the operational requirements representative participate in the review and approval process of site selection.

.52 Design Review

.521 The operational requirements representative reviews and approves engineering systems layout drawings, functional design specifications, and architect-engineer building concept layout drawings, to ensure that they are compatible with current operating policies and procedures.

.522 The postmaster, MSC manager, and district manager are represented in design reviews, and provide comments at design milestones.

521.6 Facility Activation

See 517.8.

522 Nonfixed Mail Processing Mechanization

522.1 General

.11 Policy

It is USPS policy to improve the efficiency and effectiveness of mail processing activities through use of mechanization, when practical and beneficial.

.12 Definitions

.121 Nonfixed Mechanization. Equipment used in mail processing activities exclusive of mail transport conveyor systems. Generally deployed in a standard configuration, it is not designed to conform to the shape of any specific postal facility. Nonfixed, as opposed to fixed, mechanization may be installed in or removed from buildings without structural changes to the building, in most instances. The following equipment is classified as nonfixed mail processing mechanization:

Letter sorting machines (LSMs)
Optical character readers (OCRs)
Flat sorters
Facer cancelers
Automatic business mail processing systems (ABMPS)
Edger feeders
Bar code readers (BCRs) and sorters
Canceling machines

.122 Centrally Funded and Procured. Nonfixed mechanization funded by the Engineering and Technical Support Department and procured by the Procurement and Supply Department at Headquarters.

.123 Regionally Funded and Procured. Nonfixed mechanization which the regions have been delegated authority to fund and procure.

.13 Responsibility

.131 Headquarters. The Mechanization Development Division (MDD), Mechanization and Facility Development Office, Engineering and Technical Support Department, has overall responsiblity for the USPS nonfixed mechanization program; and assigns, deploys, and controls relocation of centrally funded and procured equipment.

.132 Regions. Regional Operational Requirements Branches are responsible for the regional nonfixed mechanization program, including assignment, deployment, and relocation of regionally funded and procured equipment.

.14 Justification

Procurement, deployment, or relocation of nonfixed mechanization must be supported by an economic justification specifying savings and/or improvements in service to be expected. Pubs. 190 and 191 contain guidance for preparing justification.

522.2 New Nonfixed Mechanization

.21 Procedures

.211 Program Management. Before procurement can be initiated, specifications, drawings, and documentation must be developed to accurately describe the desired item. The Mechanization Development Division organizes the necessary expertise for this. After award of contract, the division continues as program manager through which all problems are resolved.

.212 Basis for Requirements. New nonfixed mechanization is justified by either or both of the following:

a. Economic Considerations. Workhour savings resulting from capital investment in mechanization must provide a positive return on investment (ROI.) (See 522.215.)

b. Service Considerations. Mechanization is required to correct deficiencies.

.213 Identification of Requirements

a. Mechanization Development Divsiion annually issues to all regions a *Requirements Call Guidelines* for nonfixed mechanization. This document contains basic information on cost, size, performance, and availability of each type of centrally procured nonfixed mechanization.

b. Based on these guidelines, the Regional Operational Requirements Branch, coordinating with districts, MSCs and post offices, submits a 5-year forecast of nonfixed mechanization requirements to Headquarters. Requirements for the first 3 years must be fully supported by an economic justification (see 522.14). Requirements for the last 2 years are estimated, and specific justification is not necessary.

c. MDD compiles a 5-year USPS forecast of nonfixed mechanization requirements, based on input from the five regions. This document is used to establish the nonfixed mechanization capital budget, to initiate procurement actions, and to project savings associated with deployment of new mechanization.

.214 Budgeting

MDD prepares and submits annually a 5-year capital budget and 2-year expense budget for the procurement and deployment of all centrally procured nonfixed mechanization.

.215 Justification of Requirements

a. Procurement and deployment of nonfixed mechanization must be justified by an adequate return on investment (ROI). See Pubs. 190 and 191 for instructions.

b. Exhibit 522.215 shows the steps involved in justifying a requirement for procurement.

.22 Procurement

After requirements are established and approved, Procurement and Supply Department initiates action to purchase nonfixed mechanization. The contracting officer assigned is the only person authorized to commit the Postal Service. All actions and interfaces between the manufacturer and the Postal Service are controlled by the contracting officer.

.23 Deployment

.231 Selection. MDD, in cooperation with the regional Operational Requirements Branch, controls deployment of nonfixed mechanization. Machines are sent to post offices selected on the basis of the ROI and/or service considerations.

.232 Schedule. MDD determines the delivery and installation schedule for new mechanization. The first machines are generally assigned to offices with the highest ROIs, and the last machines delivered to offices with lowest ROIs. *Exceptions:*

a. When new facilities in which machines are to be installed are planned for activation. If machines are expected to be installed before completion of construction, the installation must be coordinated with the Real Estate and Buildings Department.

b. Unusual local conditions.

.233 Problems.

a. When problems occur during installation of nonfixed mechanization at a post office, the regional Operational Requirements Branch should be informed immediately. The branch will inform the assigned program manager at Headquarters, who will— *through the contracting officer* —resolve the problem with the contractor.

b. Local and regional officials should not attempt to resolve problems directly with the contractor's site representative. Not being aware of the specific contents of the contract, local officals could unknowingly jeopardize other installation schedules or increase USPS liability. Only the contracting officer is authorized to make changes in the contract or otherwise direct actions of the contractor.

.24 Savings

After new mechanization is installed, cost studies are conducted to ensure that the savings used to justify the mechanization are actually being obtained.

522.3 Relocation

Relocation of centrally procured nonfixed mechanization requires formal approval of the regional Operational Requirements Branch and Headquarters Mechanization Development Division.

522.4 Modification

Certain types of nonfixed mechanization may not be modified without formal approval of the Engineering Change Board at Headquarters. Pub. 101: (a) describes the authority, organization, and functions of the Board; and (b) specifies procedures for approval of proposed

Steps	Responsible Organization	Action
1	Region	Computes an ROI (see Pub. 191) reflecting anticipated savings in operating expense expected to result from deployment and installation of a particular type machine in a specific post office.
2	Regional Director of Finance	Validates ROI to ensure that it has been computed properly.
3	Regional Operational Requirements Branch	Certifies that savings are reasonably correct and operationally obtainable. Submits validated requirements and ROIs to Headquarters MDD.
4	MDD	Prepares economic justification supporting procurement of machines meeting national requirements. Submits justification to Headquarters Finance Department.
5	Finance Department	Validates justification and returns to MDD
6	MDD	Submits proposal to Capital Investment Committee and, if appropriate, to Board of Governors, to procure a certain quantity of a particular type of machine.
7	MDD	If approved, requests procurement action.

Exhibit 522.215 Justification Process

modifications to mechanization which the Board controls.

522.5 Development

.51 Development Phase

.511 Initiation. The Research and Development Department (R&D) is responsible for the development and design of new and advanced nonfixed mechanization systems. The Mechanization Development Division must concur before R&D undertakes any major effort that will result in delivery of nonfixed mechanization.

.512 Review. MDD provides R&D with operational requirements for desired staffing, production price, size, machine throughput, configuration, etc, that should be considered when developing the machine.

.513 Field Testing. MDD coordinates field testing of the equipment under live mail conditions in a post office, to determine its suitability for national deployment.

.52 Operational Phase

If the equipment works well and MDD can justify procurement and deployment, the project moves from development phase to operational phase. R&D provides necessary technical documentation so that MDD can initiate procurement action. MDD assigns a program manager.

522.6 Test and Evaluation of Commercially Available Equipment

.61 Purpose

To minimize the need for expensive and time-consuming development programs, MDD periodically conducts operational tests of commercially available equipment to assess potential application for USPS mail processing. Other Headquarters and field organizations may be assigned tasks for technical support.

.62 Types of Equipment Tested

This may involve evaluation of equipment used by foreign postal administrations, as well as equipment produced in the United States for commercial applications.

.63 Procurement

If a particular piece of equipment works well in its operational test and an economic analysis shows it is economically advantageous to the USPS, action is initiated to procure the item.

540 Energy Conservation, Fuels, and Utilities

541 Conservation of Energy

541.1 Requirements

All postal facility managers must comply with the following energy conservation measures:

a. Switch off any lighting, indoor or outdoor, which is not needed for a minimum of 15 minutes.

b. Switch off any independent mail processing equipment which is not needed for a minimum of 15 minutes.

c. Maintain a maximum heating temperature of 65 F. during working hours and 55° F. during nonworking hours.

d. Follow all other guidelines prescribed in:

(*1*) Handbook MS–49, *Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities,* for buildings with 25,000 or more square feet interior space, or

(*2*) Handbook MS–50, *Energy Conservation and Maintenance Contingency Planning in Small Postal Facilities,* for buildings under 25,000 square feet interior space.

541.2 Energy Contingency Planning

.21 Energy Shortages

All facility managers must prepare a plan of action for a critical fuel or power shortage to:

a. Reduce electrical, gas, oil, or other fuel consumption, or,

b. Altogether change over to an alternate source of energy.

.22 References

a. For large facilities, follow instructions in Chapter 7 of Handbook MS–49.

b. For small facilities, follow instructions in Chapter 7 of Handbook MS–50.

542 Fuels and Utilities

542.1 Policy

.11 Local Purchase

Fuels and utilities cited in 542.21 and 542.31 may be purchased locally when required for operation of USPS-owned buildings or for USPS-leased or rented space (including vehicle service garages), when the owner is not required to furnish those items or services.

.12 Obligation of Building Owner

No funds may be authorized or expended, in leased or rented buildings, for any service which the owner must provide. Existing lease contracts and rental agreements, copies of which are on file in the local post office, specify the services that the owner of the building is obligated to furnish.

.13 Type of Fuel

.131 New Facilities. The type of fuel (coal, oil, or gas) is determined when the building is erected, or first occupied under a lease or rental agreement.

.132 Existing Facilities. Changes in the fuel used must have prior approval. For USPS-owned or leased buildings, submit a request to the General Manager, Maintenance Management Division, Headquarters, giving estimated costs of the present and proposed fuels and the reasons for making the change. Include comments on the kind and amount of fuel provided and any complaints of objectionable smoke conditions.

.14 Use During Summer Months

When gas is not needed, minimum charges for service should be paid if this reduces the annual cost for gas. In many areas, high reconnection costs preclude having the gas shut off. Also, consider leaving pilot flames on during the summer to reduce corrosion. Officials in charge of postal installations must implement this policy.

542.2 Metered or Flat Rate Utility Services and Supplies

.21 Items Included

a. Electricity.

b. Gas. Natural, manufactured, liquefied petroleum (also known as LPG, propane, butane or bottled gas) if the gas is supplied as a utility service through an underground piping network or submetered from a central tank furnishing a number of customers.

c. Water and sewer service.

d. Purchased steam.

.22 Acquiring Service

.221 By GSA Contract. The General Services Administration (GSA) has negotiated consolidated contracts for utility service in a number of geographic areas. These contracts cover postal facilities and must be used by the Postal Service where they are in force.

.222 By Application. The Procurement Services Office (PSO) prepares Form 4845, *Utility Service by Application,* to request service when:

a. A GSA contract is not available;

b. Rates are fixed or adjusted by Federal, state or other body; and

c. There is no competition in utility service. *Note:* This type of application covers the first fiscal year or any portion of it, and normally continues automatically from year to year.)

.233 By Contract. The formal contract Form 7302, *Utility Service by Contract,* must be used when:

a. A GSA contract is not available;

b. The utility rates are not governed by Federal, state, or other regulatory body;

c. The utility company insists on a formal contract or a contract is deemed necessary to properly protect USPS interests;

d. There is competition in utility service.

.23 Responsibilities

.231 PSO Manager

a. Is designated as contracting officer; and

b. Is assigned the responsibility and delegated the authority to enter into, execute and approve contracts for services up to a specific dollar limit. (See 720.)

.232 Postmaster/Facility Manager

a. Submits requests to the PSO manager for utility services.

b. When requested, provides the PSO manager a detailed statement showing the actual or estimated consumption by months, to be used as a basis for competitive bidding. This is particularly important for electricity, for which both the kWh consumption and kW demand (if applicable) should be shown. The statement should include:

> (*1*) For new facilities, a statement from competing suppliers showing an estimated consumption by months (and demand, if applicable) covering a 12-month period, based on best judgment of conditions of size, connected load, etc., of the facility.
>
> (*2*) For existing facilities, an accurate record of the consumption (and demand, when applicable) maintained for each month so that actual data may be used as a basis for bids in succeeding years.

c. When bids are solicited, the postmaster will furnish prospective bidders a statement of the consumption (and demand when applicable) for the most recent 12 months for which information is available. A record of demand and consumption must be maintained at the building on Form 4841, *Fuel and Utilities Record.*

.24 Rate Changes

.241 Service by GSA Contract

When a public utility regulatory agency approves a rate change, the postmaster/facility manager sends a copy of the notice announcing the change to the PDC director. Include a statement showing whether the change represents an increase or decrease and its effect on the cost of the specific service involved.

.242 Service by Application Form 4845

Process changes in rates the same way as in 542.241.

.243 Service by Contract Form 7302.

The postmaster/facility manager requests the PSO manager to obtain new bids when rate changes are approved.

.25 Billing and Payment

.251 Payment for metered or flat rate services is made on the basis of regular bills by the utility companies or municipal units. When received, these bills must be reviewed, certified, and forwarded promptly to the PDC director for payment. *Note:* Do not use Form 7444, *Counter Purchase Receipt,* for metered service.

.252 If bills are received which include extra charges (e.g., for amortization or membership fees, deposits, or taxes), note the following:

a. Amortization charges or membership fees are usually applicable to cooperative or municipally owned utilities.

b. Including amortization charges in bills is permissible.

c. Payment of membership fees should generally be avoided, but they may be paid if the supplier insists.

d. Payment of deposits should generally be avoided, but they may be paid if a statement is obtained that the deposit will be refunded when the service is no longer needed.

e. Submit questions relating to taxes to the PSO manager for resolution.

.26 Changes in Name and Address

All changes, such as name and address of supplier or address of post office, must be reported to the PSO manager and the PDC director.

.27 Rate Surveys

.271 Semiannually, contact the utility company or municipality furnishing service (except for GSA consolidated contract) and request them to advise if the rates used are the lowest available to the USPS, and whether there is a choice of rates. Generally, if there is a choice of rates available and if requested, the utility will furnish comparative costs data and give the USPS the benefit of the lowest rate.

.272 Forms 4841 must be maintained at all USPS-owned buildings and leased facilities where the cost of electricity, water, or fuel is paid by the USPS. The facility must retain the completed form for the record.

.273 Experience data on Forms 4841 should be studied after each 12 months operation. If the data show an appreciative increase in consumption, request the utility to make a rate survey. When in doubt on any question concerning utility rates, forward full information (copies of the different rates, effective dates, statement showing 12 months consumption and cost, etc.) to the General Manager, Maintenance Management Division, for review and resolution.

.274 When a building has been remodeled, rewired, relighted, air conditioned, or mechanized, request the utility to make an electric rate survey not later than 6 months after the change.

542.3 Procurement of Nonmetered Heating Fuel

.31 Definition. Nonmetered heating fuel is fuel obtained by bulk delivery (e.g., by delivery truck) for storage at the postal facility, such as fuel oil, butane, propane, coal, and wood. It is contrasted with metered fuel delivered by pipeline, public utilities, etc., which is measured as consumed.

.32 Authority

.321 Procurement Support

a. By joint interagency agreement, the Defense Fuel Supply Center (DFSC), Defense Logistics Agency, furnishes procurement support to the Postal Service for federal/military specification petroleum products. This includes all grades of heating oils.

b. Coal, wood, and other nonpetroleum fuels are procured by the procurement services office (PSO) or by local postmasters, if the dollar amount is within their purchase authority.

.322 Blanket Purchase Arrangement. Section 6-112 of Publication 41, *Postal Contracting Manual* (PCM), authorizes the use of Blanket Purchase Arrangements (BPAs) to purchase repetitive day-to-day small quantity requirements on a charge account basis. The Defense Logistics Agency and the USPS have agreed to the use of BPAs for ordering bulk heating fuel at each postal facility. If vendors default or there are any other contractual problems, the DFSC contracting officer is the only person authorized to negotiate with the contractor.

.33 Limitations

.331 Quantity. USPS and DFSC have agreed that it would be beneficial for the Postal Service to procure locally its fuel requirements for quantities of less than 2,000 gallons annually. Therefore, only those requirements estimated to exceed 2,000 gallons annually will be submitted to the DFSC for procurement.

.332 Support. DFSC will, however, offer necessary assistance if the PSO cannot obtain a contract for quantity requirements of less than 2,000 gallons annually.

.34 Local Purchase

.341 CAG A—K. Nonmetered fuel requirements of these offices, estimated not to exceed $500 per fiscal year, may be purchased locally using informal purchase procedures and fixed credit funds. (See 431 of Handbook F-1, *Financial Handbook for Post Offices.*) Payment is made for each delivery and charged to the appropriate account identifier code (AIC) on the Postmaster's Statement of Account:

	AIC No.	
	CAG A-K	*VMF*
Heating Oil	516	565
(Gas: propane, liquid, natural)	566	570
Other heating material (wood, coal)	576	580

Note: Individual local payment by CAG K offices in excess of $100 requires prior written approval of the sectional center manager.

.342 CAG L. Offices in leased facilities for which the rental agreement provides that the Postal Service pays for fuel, must certify the bill and forward to the servicing PDC for payment. The first bill certified during the fiscal year is accompanied by a copy of the current rental agreement, to establish the Postal Service's obligation for payment.

.35 Procurement through PSO

.351 Determination of Requirements. CAG A-K offices requiring nonmetered fuels for the forthcoming fiscal year that are estimated to exceed $500 in annual cost must submit Form 7381, *Requisition for Supplies, Services, or Equipment,* through channels to the PSO not later than May 1. The request must indicate:

a. The type of fuel required.

b. Size of storage tank.

c. Estimate of annual quantity.

d. Funds availability. (The funds available must be calculated using the best available estimate of the likely unit cost of the quantity of fuel required.)

.352 Procurement Action

a. Requirements for heating oil in quantities of 2,000 gallons or more annually, are procured by issuance of a BPA against a DFSC contract, if available (see 542.36).

b. The PSO procures directly: (1) requirements for heating oil in quantities of less than 2,000 gallons annually, (2) requirements in any quantity if no DFSC contract is available, and (3) requirements for any other type of nonmetered heating fuel in excess of the amounts authorized for local purchase. The PSO solicits quotations for the fuel requirement and issues a BPA on Form 7334, *Order-Invoice-Voucher,* to the successful vendor.

c. Annotate "Nonmetered Heating Fuel" in the Schedule block of Form 7334. Code the *Account (48-52)* block of Form 7334 with one of the following accounts:

54142–Oil.
54143–Gas. (Includes propane and liquid gas.)
54144–Wood, coal, and related freight costs. (Includes steam for heating.)

d. Indicate on the BPA that calls may be issued by the postal facility involved and that the bill (invoice) is to be submitted to the servicing PDC (Accounts Payable Branch). Furnish a copy of the Form 7334 to each consignee post office with instructions for placing periodic orders and for certification of delivery tickets. Furnish copy 3 of Form 7334 to the Accounts Payable Branch of the servicing PDC.

.353 Action by Consignee

a. The consignee postal facility places delivery orders in accordance with PSO instructions and local requirements. As deliveries are made, the installation

best copy available

head (or a designated supervisor) checks the delivery ticket to verify correctness of quantity, unit price, and total price. The ticket is then sent to the servicing PDC (Accounts Payable Branch) with the following certification on it:

> I certify that the fuel as indicated on this delivery ticket was delivered and placed into use at this facility and payment is authorized.
>
> Signature/Title/Date
>
> Postal Facility Name Finance No.
>
> 7334 BPA Number

b. There may be contractors who use the delivery ticket as their invoice. Under these circumstances, place the following statement on the delivery ticket being certified:

> "This document serves as this contractor's invoice and delivery ticket—no further billing will be presented."

c. Request PSO assistance in resolving questions about prices or quantities billed which cannot be resolved with the vendor.

.354 Economic Price Adjustments. BPAs, other than those issued under DFSC contracts, may provide for economic price adjustments during the contract term. If the BPA contains a price adjustment clause, all invoices are sent to the PSO. The PSO researches and validates that a change in rate is in accordance with the contract. The PSO certifies invoices with upward price adjustments, if proper, and forwards to the PDC for payment, clearly marking each invoice *Price Adjustment.* If a downward price adjustment reflects a credit due, the PSO requests a refund (payable to Disbursing Officer–USPS) from the contractor. Checks received are forwarded to the PDC, which credits amounts of $50 or more to the postal installation's budget, and amounts of less than $50 to account 44030, using finance number 10-4390 for current fiscal year refunds and finance number 10-4380 for prior fiscal year refunds.

.36 Procurement of Fuel Oil over 2,000 Gallons through DFSC

.361 Requirements. The annual use request (DFSC Requirement Work Sheet) is sent to the servicing PSO by the General Manager, Procurement Division, as soon as it is received from the Defense Fuel Supply Center. The PSO Manager distributes all three copies to the local users, who must:

a. Check all data, including address, and make necessary corrections.

b. Enter their requirement on all three copies (corrections must appear on all three copies).

c. Retain one copy and forward the original plus the other copy to the PSO within three working days.

d. Prepare a separate Form 7381 for each line item using an estimated price, and forward it through channels to the PSO. List persons authorized to make calls. State the call limitation, expressed in gallons (not dollar cost), at the maximum tank storage capacity.

e. The PSO collects the Requirements Work Sheet, checks to see that instructions were followed, and forwards the original to the General Manager, Procurement Division, for review and forwarding.

f. The General Manager, Procurement Division, forwards each original to Defense Fuel Supply Center, Cameron Station, VA.

.362 Blanket Purchase Arrangements

a. Upon receipt of the contract bulletin from DFSC, the PSO manager issues a BPA, in accordance with the terms of the DFSC contract bulletin and PCM 6-112. Calls are placed to use the maximum economic delivery capacity. The call limitation of PCM 6-112.7(b)(iv) is not applicable (see 542.361 d.)

b. A separate BPA must be written for each line item. Insert 54142 in the Acct. (48-52) block of the Form 7334. Annotate *Nonmetered Heating Fuel* in the Schedule block of Form 7334. State on the BPA that contractor is to send invoice direct to the PDC, (Accounts Payable Branch). Also state that all price adjustment invoices submitted by the contractor must show the DFSC supplement number, DFSC contract number, BPA number, original invoice number, total gallons, original price per gallon, new price per gallon, and the additional amount being invoiced. These adjustment invoices are sent to the servicing PDC.

c. The PSO makes arrangements with the contractor to ensure that authorized personnel can obtain product delivery by placing a telephone call against the BPA. These arrangements may include written confirmation of the telephone call. The DFSC contract requires 48 hours notification prior to delivery.

d. The vendor's delivery receipt, certified by the responsible local supervisor, is the proof of delivery document, and must be forwarded to the servicing PDC (Accounts Payable Branch) immediately.

e. If the line item is shown as *pending* in the DFSC contract bulletin, requirements must be purchased locally, using the procedures of 542.34, until DFSC can place a contract. When the supplement is received from DFSC showing the new contract, a request for downward modification must be submitted by the PSO to DFSC if more than 10% of the original requirement has been purchased locally during the interim. The servicing PDC must be notified that the local BPA will no longer be used.

f. Following the last delivery of the DFSC BPA contract year, copy six of Form 7334 must be submitted by the PSO to the PDC.

.363 Local Using Personnel

a. When the PSO issues a BPA against the DFSC contract, local using personnel set up a file for the Form 7334 copy and the copy of the Requirements Work Sheet. (This eventually becomes the new BPA file.)

b. Each time a product is ordered, the authorized person enters on the call register:

(1) Call number.
(2) Date of call.
(3) Name of caller.
(4) Name of person taking the order.
(5) Follow-up written confirmation, if required.

c. Upon completion of delivery:

(1) Certify the delivery ticket (by responsible supervisor).
(2) Enter date of delivery, delivery ticket number, and number of gallons delivered on the call register.
(3) Transmit the certified delivery tickets to the PDC as deliveries are made.
(4) Forward a current copy of the call register to reach the PSO not later than the Wednesday after the close of the accounting period.

.364 Estimate. DFSC contracts allow for an overdraft or underdraft of 10% or 50,000 gallons, whichever is less. After the contract has been in force eight accounting periods, make a new estimate based on use and, if necessary, request a modification upward or downward through the PSO. A modification upward must be requested before the limits are exceeded. After receipt of modification letter from DFSC, the PSO prepares a modification to the BPA and a copy is sent to the PDC (Accounts Payable Branch).

.37 Postal Data Center Action

.371 Compare the delivery tickets from the receiving facility to the invoice received from the contractor for gallons delivered, to ensure both documents show same quantity. If discrepancy is found, return to PSO.

.372 Verify that cost is in agreement with the price in the DFSC contract bulletin. If invoice is greater than the DFSC bulletin price, pay the bulletin price. Post on the nonmetered fuel control worksheet the gallons, date of invoice, invoice number, and amount paid.

.373 Make prompt payment to contractors, ensuring all applicable discounts earned are taken.

.374 Price Adjustments

a. Price adjustments are controlled through the Department of Energy. The vendor is allowed 10 days from the date of the price adjustment to notify DFSC.

b. Upon receipt of the price adjustment from DFSC, the PDC posts and maintains the price changes current so that the prices may be verified prior to payment. Modifications to the BPA are not required as the BPA contains, by reference, an escalation clause for price changes as part of the basic contract.

c. Check the price adjustment invoice against the PDC copy of the DFSC contract price, and if it is in agreement with latest schedules and payment control records, indicate the adjustment claim is proper, and make payment.

d. If quantities submitted for payment exceed the BPA estimated gallonage, PDC requires a modification to the BPA.

.38 Storage Tank Size

A minimum transport load is 5,200 gallons. The usual commercial transport hauls 7,000 to 8,000 gallons of number 2 heating oil. When annual heating oil use is 5,200 gallons or more, a 10,000 gallon (minimum) storage tank should be provided. When annual heating oil use is less than 5,200 gallons, storage capacity should be 25% greater than estimated annual use. A desiccant filter should be provided on the tank vent to prevent moist air from entering as fuel is used. A two-stage water separating type fuel filter should be provided on the burner oil inlet. These provisions allow fuel oil to be purchased in maximum economical quantities.

630 Marketing, Advertising, Sales and Services

631 Policy

It is USPS policy to (a) maintain regular contact with commercial customers to generate revenues, communicate policy, resolve mailing problems, and assist mailers in mail preparation; (b) investigate higher technology and its use and research and design advanced, expedited, and regular mail services, and (c) provide support for the development and maintenance of these services, and servicing of commercial customers, through advertising, service analysis, market research, and personal selling.

632 Responsibility

632.1 General

.11 The Office of Commercial Marketing, Customer Services Department, conducts or coordinates the development of new opportunities for existing and new postal products and services for the commercial or business market, and manages sales and servicing for commercial customers.

.12 Product development includes advanced services, expedited mail services, regular mail services, and support functions such as market research, service analysis, advertising, and sales analysis.

.13 Sales includes planning, implementation, management, and measurement of products and services provided to the commercial mailing public.

.14 Service involves working with commercial customers to make effective use of mail services, improve mail preparation, and improve the mailers' operations.

.15 Field managers usually have contact with the marketing and sales functions of this office, dealing with the marketing program manager or industry sales manager who is responsible for investigating and developing service opportunities. They also are contacted through the field customer services units and the customer services representatives (CSRs). (See POM 260.)

632.2 Expedited Mail Services

The Expedited Mail Services Division develops, plans and manages market programs and serves as program manager for existing, new, or expanded services involving high speed or above-normal delivery service (Express Mail, priority mail, special delivery, and special handling) and technologically advanced services.

632.3 Regular Mail Service

The Regular Mail Services Division develops, plans, and manages market programs and serves as program manager for existing, new, or expanded regular mail services (First-Class, second-class, third-class, fourth-class and other related products). This Division is also responsible for *marketing support*, by developing communications programs for commercial customers of these services.

632.4 Advertising

The Advertising Services Branch develops and manages all programs for paid and public service advertising nationally.

632.5 Sales

The Sales Division provides national direction for selling products and services and for servicing commercial customers; develops the sales planning and evaluation systems; manages Customer Services field training and staffing activities; communicates with the field; and develops the national sales programs for products and services and industries.

633 New Services or Products

633.1 Policy

Market and customer information is analyzed, to develop new services that meet the requirements of the mailing public. All efforts to develop new services must be conducted under the authority of an established developmental program.

633.2 Developmental Program Structure

.21 Financial Objectives. These include specific annual revenue and cost projections, the amount of investment necessary, and staffing required to achieve new service objectives.

.22 New Service Charter. This establishes whether a potential new service is consistent with USPS financial objectives and strategies.

.23 Basis for Interest. This document includes a definition of the service opportunity, a rationale for pursuing the service, potential revenue and contributions, assessment of risk, developmental timetable, estimated costs, and level of priority. Once interest has been established, a program manager is assigned to the project.

.24 Basis for Market Analysis. An analysis must be prepared to justify committing major market staffing and investment to develop new services. This includes information concerning customer requirements, the technical possibilities, potential opportunities and risks. If necessary, market research should be requested to obtain information necessary for service development.

.25 Development and Testing

.251 Approval. Once a new service or modification of an existing service has been developed, it must be approved by the Operations Group before an operations or market test is considered.

.252 Marketing Test Plan. This plan should include:

a. Marketing objectives and strategy covering product definition, pricing, distribution, operation, communication, market placement, and target customers.
b. Volume and cost projections;
c. Capital requirements.

.253 Operations Test. An operation test may be conducted in a limited test area to determine the technical and operational feasibility of the new or modified service. Cost studies are conducted in support of this test.

.254 Support to Field. CSRs provide field support for these tests. Promotional materials may be developed to explain the service to potential customers. The *Postal Bulletin* is the official directive to all field personnel. The *Customer Services Communicator* is used to disseminate more detailed information to Customer Services field personnel.

.26 Test Results.

The market and operations test results help determine customer acceptance and use of a service, USPS capability of providing the service, and the cost and value of the service.

.27 National Implementation.

Services that are test marketed successfully are approved by management before implementation nationally.

633.3 Elements of Marketing Program Management

.31 Market Research Preliminary Review.

A preliminary estimate of markets, costs, and benefits for a new mail service or expansion of a currently established mail service must be made by market research and marketing program managers before any other activity occurs. Further action beyond such preliminary estimation may begin only upon approval of the Director, Office of Commercial Marketing.

.32 Preliminary Marketing Program.

A preliminary program must be developed which includes an operations plan and a marketing plan. Other needed service support should be identified, e.g., Operations, Finance, Delivery Services, Employee Relations, Labor Relations, etc.

.33 Budget and Other Resources.

A budget for the development of a new or modified service must be prepared, so that a return on investment may be estimated. Resources to be considered include capital investment, promotion, training, and costs of notifying employees of the new operating procedures. Resources (equipment and employees) identified in an approved budget must be provided by field offices as requested. Training programs, however, are established by Headquarters.

.34 Program Manager

A program manager is assigned to each of the marketing programs under development by the Office of Commercial Marketing. This individual is responsible for coordinating all activities relating to the programs, both at Headquarters and in the field.

.35 Marketing and Sales Objectives

Marketing and sales objectives are stated in terms of volume, revenue, and cost contribution (as appropriate) for the first year of operation and for a 5-year projection period. These objectives are updated annually.

.36 Site Selection

Market tests are optional and, if used, may involve several test sites. Site selection for such tests depends on a number of factors, including market information, operational capabilities, and financial considerations. Cost studies are conducted in support of these tests. Local managers are responsible for assuring that procedures established for the studies are followed.

.37 Publicity

All publicity for any market test must be approved by the Public and Employee Communications Department.

.38 Rate Development

The marketing program manager develops a proposed rate structure based on marketing considerations. This structure is submitted to the Law Department and the Rates and Classification Department which determine the rate structures and procedures.

.39 Field Relationships

.391 Field managers are responsible for ensuring that all materials relating to marketing programs are at hand during test periods, and that they are read and understood by involved personnel. Local managers are responsible for ensuring that all data collection or measurement activities are performed correctly.

.392 All suggestions or requests for assistance should be sent through appropriate channels to Director, Office of Commercial Marketing, Customer Services Department, USPS Headquarters, Washington, DC. Field input concerning the operation of any new or existing program under the responsibility of this Office is encouraged.

634 Advertising Services

634.1 Policy

The Postal Service uses advertising to support programs to increase revenue and volume, improve service, and reduce operating costs. The USPS develops advertising only for an approved high priority program with an approved budget.

634.2 Responsibility

Advertising is a specialized activity, considered only for programs with a high priority. Office of Commercial Marketing is responsible for all paid and public service advertising.

634.3 Types

.31 Paid Advertising

The USPS pays for production and media time and space.

.32 Public Service Advertising

The USPS pays to produce materials. Broadcasters and publishers donate free radio and television time and print space.

634.4 Support

Questions on advertising activities and requests for advertising support should be addressed to Director, Office of Commercial Marketing, Headquarters, Washington, DC 20260. Requests for support should include all direct mail, sales literature, and product promotion programs developed by field managers.

634.5 Advertising Plan

.51 Format

Once the development of a national advertising plan is approved, the specified format for advertising is:

a. Product or service description
b. Specific objectives of program
c. Advertising strategy
d. Creative proposal
e. Media plan
f. Research plan
g. Budget

.52 Clearance and Approval

.521 Initial clearance of an advertising program is by the operating area for which the advertising will be conducted. Second level clearance is made by the Office of Commercial Marketing, with final clearance of the APMG, Customer Services.

.522 After APMG approval, a copy is sent to all Departments that would be affected by the program. *All advertising programs must be cleared with the Law Department.*

.523 Subsequent advertisements developed under an approved program also require Law Department clearance, and are sent to other Departments for clearance or information, depending on the program.

634.6 Advertising Research

Any requests for market research required to develop or evaluate advertising activities must be submitted to the Office of Commercial Marketing.

634.7 Advertising Agency Management

.71 All advertising agency assignments are approved by the Office of Commercial Marketing and assigned by the contracting office or the contracting officer's representative.

.72 Separate budgets must be established for each program so costs are accountable to each separate program budget.

.73 Quarterly reviews are scheduled so that all active programs may be monitored. The contracting agency presents their activities to Customer Services Department for a quarterly review.

635 Service Analysis

635.1 Responsibility

The Research and Analysis Branch of the Marketing Services Division develops and initiates service performance tests which monitor and analyze levels of service to the public.

635.2 Purpose

These tests provide a diagnostic evaluation of the particular area of the Postal Service being studied to point out potential problems in the collection, processing, or delivery activities involved.

635.3 Types of Service Analysis

Specific service analysis tests can encompass, but are not limited to the following:

a. End-to-end (simulated customer-to-customer) measurements using *invisible* test mail pieces and cooperating mail recipients.

b. Seeding and retrieval of highly visible pieces within the processing system.

c. Review and analysis of on-going operational programs in selected locations relating to the specific type of mail being studied.

635.4 Obtaining Service Analysis Support

.41 Initiating Formal Requests

Service analysis activities are initiated only upon formal request with transfer of necessary financial support. Requests may be initiated from field or regional units and transmitted to the appropriate Department in Headquarters for formal request to the Office of Commercial Marketing.

.42 Direct Field Requests

Direct requests from field operating units for specific local tests of service performance received by the Office of Commercial Marketing will be directed to the appropriate Headquarters Department to secure regional approval and review prior to possible initiation of a Service Analysis request.

635.5 Test Procedures

.51 Service Analysis Request

A service analysis request format, provided by the Research and Analysis Branch, must be completed and approved by the Office of Commercial Marketing before beginning test design.

.52 Formal Test Design Package

Final data requirements are incorporated into a formal test design package and submitted to the client group for review and approval before beginning any service analysis activities.

.53 Funding

The costs for service analysis activities undertaken are presented in the test design package. The requesting group provides resources by transferring budget funds to the Research and Analysis Branch.

635.6 Test Procedures and Report

.61 Authorization for Support

The requesting group obtains authorization to work directly with field operating units and functional areas within Headquarters, regions, and districts.

.62 Responsibility for Test Program

The program manager, service analysis, in the Research and Analysis Branch, is responsible for controlling active test programs.

.63 Field Cooperation

Selected test site personnel must cooperate fully with service analysis representatives.

.64 Final Report

A final formal report is issued to the requesting group on completion of data acquisition and analysis. Any subsequent distribution of the information presented in the report is the sole responsibility of the requesting group.

636 Market Research

636.1 Policy

It is USPS policy to collect market research information on a wide variety of postal and postal-related subjects. Collecting information from primary sources is a specialized activity. Market research activities may take place only after a complete problem definition statement has been developed.

636.2 Responsibility

The Research and Analysis Branch conducts market research. The design, development, and testing of research methods and associated data collection instruments or procedures relating to market research are the responsibility solely of this office.

636.3 Types

The two main types of market research used are:

a. Collection of primary information by direct interview or other methods from households, firms, or agencies; and

b. Secondary research of data or information from currently available materials.

636.4 Problem Definition Statement

This statement should include the following basic elements:

a. Purpose of research.
b. Target audience identification.
c. Nature of information required.
d. Period of data collection.
e. Other sources of information.
f. Level of analysis required.
g. Report timing and presentation.

636.5 Requests For Market Research

.51 Submission. A format for a market research request is provided by the Research and Analysis Branch, and is submitted with the request. This document must be completed and approved by the Office of Commercial Marketing before research design begins.

.52 Content. Research requests should generally be associated with formal and approved action plans, and must reflect such association in detail.

.53 Modification. Modifications to research requests should be submitted before the initiation of the study.

.54 Funding. Organizations requesting market research studies must transfer in funds required for data collection and tabulation activities. The Marketing Services Division provides an estimate of costs when the research methodology has been designed.

636.6 Report

The Marketing Services Division prepares a summary presentation and a research report when data information analysis is completed. Further distribution of this information is the responsibility of the requesting group.

640 Philatelic Marketing

641 Policy

It is USPS policy to develop, implement, maintain, and monitor programs to promote the sale and retention of stamps and allied philatelic products through merchandising, product research, sales reporting and new product development.

642 Responsibility

The Office of Consumer Marketing, Customer Services Department, develops and manages all philatelic products and promotion-related philatelic programs, and develops new markets for stamps and products.

643 Program Structure

643.1 Retail Marketing

.11 Commemorative Stamps. Commemorative stamp marketing builds awareness for new commemorative issues and encourages individuals to collect stamps. All new commemoratives are promoted in postal retail lobbies using point-of-purchase merchandising material. Selected commemoratives are used as subjects for television news features that are distributed to local television stations, and for media and print advertising. Commemorative stamp retention revenue is projected from scheduled retention surveys and special research studies.

.12 Philatelic Merchandising. Philatelic merchandising is the management of activities for developing and selling the philatelic product line at retail postal facilities designated as Stamp Collecting Centers. These activities include development of:

a. Point-of-purchase display materials;
b. Seasonal advertising and merchandising;
c. New philatelic products;
d. Methods to expand retail business opportunities;
e. Lobby promotion events designed to increase short-term sales of specific philatelic products and;
f. Quarterly product inventory and sales reports that are used to evaluate performance against sales objectives.

.13 Education and Field Support. The education and field support area manages the Benjamin Franklin Stamp Club organization activities and the maintenance and continuity for the stamp clubs.

643.2 Direct and International Marketing

.21 Mail Order Marketing. The Philatelic Sales Division, a Headquarters-related field unit in the Consumer Marketing Office, fulfills mail order requests and subscriptions for stamps and philatelic products, and provides cancellation services for philatelists and philatelic dealers. (See POM 243.4).

.22 Subscriptions. Subscription marketing is the sale of stamps or philatelic products by automatic, scheduled distribution to customers. Souvenir Pages (announcements of issues with stamps applied and canceled with First Day of Issue cancellation) and Commemorative Panels are available through subscription programs.

.23 International. International marketing consists of:

a. Participating in international philatelic exhibitions, where the USPS offers mint stamps and philatelic products for sale to foreign customers who attend these exhibitions, and
b. Establishing and managing USPS marketing representatives in foreign countries to sell USPS stamps and philatelic products to customers in those countries.

Chapter 7
Procurement and Supply

710 Procurement

711 General

711.1 Policy

Publication 41, *Postal Contracting Manual* (PCM), establishes uniform policies and procedures for the procurement of facilities, equipment, supplies, and services under the authority of Chapter 4, Title 39, U.S. Code; and mail transportation services by contract under Part 5, Title 39, USC. The PCM is issued and maintained by the Assistant Postmaster General, Procurement and Supply Department.

711.2 Application

.21 The PCM applies to all purchases and contracts made by the Postal Service for the procurement of facilities, equipment, supplies, or services unless otherwise specified. *Exceptions:*

a. Official travel procured with U.S. Government Transportation Requests must be in accordance with specific regulations and instructions issued by the APMG, Finance Department.

b. Application to leases of real property is only to the extent stated specifically in the PCM.

.22 Approved changes to the PCM are published and distributed to all holders. PCMs are available for reference at Procurement Services Offices.

711.3 Responsibility

.31 National

See 114.13 for overall procurement authority at Headquarters. Responsibilities are also detailed in PCM 1-407.1 (a), (b), and (c).

.32 Local Procurement Authority

.321 Post Offices in CAG A–J and other postal installations, as designated, may make local purchases from their cash reserve and/or cash fixed credit funds, or imprest funds, not to exceed $500 each, if delegated the authority by the Regional Postmaster General. Refer to 370, Handbook F–19, *Accountability of Disbursing Officers,* and 340, Handbook F–1, *Financial Handbook for Post Offices.* Post offices in CAG K are limited to purchases not to exceed $100, as provided in Handbook F–26, *Property Accounting* .

.322 Postmasters' functional responsibilities for procurement of supplies, services, and equipment are outlined in this subchapter.

712 Procedures

712.1 General

.11 The procurement of supplies, repair parts, vehicle parts, services, and equipment has been centralized into Procurement Services Offices (PSOs) throughout the Postal Service. Authorities for procurement, warehousing, and safeguarding postal supplies and property are detailed in the PCM, Handbook AS–701, *Supply Management,* and Handbook F–26.

.12 Postmasters should determine which PSO has procurement responsibility for their facility and become familiar with the services provided by that office. Certain functions continue to be the responsibility of postmasters, who should know the limits of their authority. Any questions concerning this authority should be referred to the appropriate PSO.

712.2 Services

.21 Description

Service requirements normally include activities related to maintenance of equipment within the facility and to general cleanliness and upkeep, and those necessary to maintain postal operations. Examples of such services include, but are not limited to, food service, cleaning, elevator maintenance, trash removal, pest control, and water treatment.

.22 Requirements

The PSO must receive a requirement for service in sufficient time to permit the orderly processing of a solicitation and subsequent contract award. Generally, it requires at least 90 calendar days from the receipt of a requirement to the award of a contract. Each requiring office must assure that the PSO received the requirements in sufficient time. To initiate the procurement process, the following are necessary:

a. Form 7381, *Requisition for Supplies, Services, or Equipment,* with detailed specifications for the required services, and *b.* A recommendation as to prospective qualified bidders who are capable of performing the required services.

.23 Emergencies. When emergency situations arise, postmasters should contact their MSC and coordinate emergency procurement actions with the PSO.

.31 Common Items. Sectional centers and other post offices in CAG A-D will order their normal operating supplies of common items directly from General Services Administration (GSA) under provisions of the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP). (See 723.23.) Regions which have implemented and computerized FEDSTRIP procedures are exempt from the FEDSTRIP instructions. Local regional instructions prevail.

.32 Unique USPS Items. All post offices will requisition unique USPS supply items and USPS forms, labels, signs, notices, tags, and posters from their supporting area supply center during established requisitioning cycles. (See 723.22.)

.33 Fuels and Utilities

.331 Metered. Postmasters in CAG A–J post offices shall pay metered fuel and utility bills as local payments.

.332 Nonmetered. (reserved)

.34 Local Purchase.

Postmasters may purchase locally, within their delegated authority, other authorized items which are not available as indicated above.

712.4 Equipment

All post offices will requisition USPS equipment and furniture from their supporting PSO on Form 7381 (see 723.223). Requisitioning lead time varies greatly, depending on the source of the equipment. Requisitioners must ensure that the requiring element plans for its needs so that requisitions are submitted in sufficient time to meet delivery requirements.

712.5 Property

.51 General. All postmasters must ensure that adequate safeguards are established to prevent loss, damage, or theft of USPS property.

.52 Capital Property. Capital property is accounted for, and transfers and disposals are reported to the St. Louis PDC according to established accounting procedures. (See Handbook F-26.)

.53 Noncapital Property. Postmasters inventory, control, and account for other USPS noncapital equipment and property in accordance with procedures in Handbook AS-701.

.54 Excess Property. All postmasters are responsible for establishing controls to assure:

a. That excess property is reported and transferred, and

b. That unserviceable and obsolete property is disposed of according to Handbook AS–701.

713 Support

Sectional center managers will assure that their branches, stations, and associate officers support this program according to provisions of Handbook AS–701.

714 MSC Review

MSC managers must review and coordinate requisitions and procurement requests generated by their sectional centers, associate officers, branches, and stations. The review will determine if items requested are available from serviceable excess within their areas of responsibility. If the item is unavailable, the request is referred to the PSO for action. The PSO checks on whether the item is available from excess in other sectional centers in the district, before procurement from other sources.

715 Shipping and Receiving

Postmasters/managers are responsible for receipt, inspection, and acceptance of equipment and supplies shipped from area supply centers, GSA depots, or contractors. They must establish procedures and check condition and quantity of the shipments. See Handbook S-33, *Shipping and Receiving Postal Service Property*, or Handbook AS-701.

720 Supply Management

721 General

721.1 Objective

It is the objective of the Postal Service to provide supplies, equipment, and repair parts to all USPS elements at the lowest practical cost consistent with quality, service, timeliness, and reliability.

721.2 Responsibility

.21 National Program

.211 The Assistant Postmaster General, Procurement and Supply Department (P&SD), has authority and responsibility for establishment and maintenance of national supply management program and policies. These policies are implemented by this subchapter, through detailed procedures in Handbook AS-701, *Supply Management,* and through other directives of the procurement and supply organizations at Headquarters, regions, and procurement services offices (PSOs).

.212 The Director, Office of Resources Management, P&SD, monitors the supply management program for the APMG, Procurement and Supply, and reports the status to senior level management periodically or as necessary on specific issues. Monitoring is accomplished through periodic surveys and reports and is in close coordination with regional supply management personnel.

.22 All Levels

It is the responsibility of management at all levels to take an active interest in and promote the supply management program. Technical direction and coordination of supply matters will flow from the Procurement & Supply Department through supply management channels. Functional direction of all supply matters to supply personnel is vested in the supply management officer at each level. Supply reports and inquiries flow upward from the post office or facility through supply management channels. It is the responsibility of supply personnel at all levels to ensure that managers of facilities, districts, or other postal activities, are aware of the supply situation within their area of responsibility.

721.3 Implementation

Detailed guidance and procedures necessary for implementation of the policies in this subchapter as they relate to field operations are in Handbook AS-701. Procedures for area supply center operation are developed by the respective field directors according to policies in 729.

721.4 Definitions

.41 Equipment. Any capital or noncapital property of the USPS which is not consumed in use, performs a function in its own right, and has a useful life expectancy (exclusive of component wearout) of at least 1 year. *Exception:* fixed and nonfixed mechanization equipment (centrally funded and procured) is not included in this definition.

.42 Supplies. Items with a useful life of less than 1 year, or any item which is consumed in use. *Exception:* repair and replacement components for postal equipment and mechanized systems.

.43 Repair Parts. A replaceable part, subassembly, or assembly which is stocked locally, or obtainable from local purchase or USPS supply sources, and is expected to be used for repair during the useful life of the equipment.

.44 Personal Property. All USPS property other than property related to real estate/buildings.

722 Development of Requirements

722.1 Policy

Development of requirements is a responsibility of managers at all levels. It entails the projection of needs for materials required to carry on the business of the USPS. It is a continuing function, closely interrelated with the budget process, personnel, planning, the building program, customer services functions, mail processing, and collection and delivery operations. Supply management personnel are responsible for consolidation and coordination of requirements of all segments. Forecasting of requirements for postal equipment, supplies, and repair parts is specified in 722.2.

722.2 Requirements Forecasting

.21 Equipment

.211 Facility and District Level. The forecast of requirements for postal equipment is developed annually by the facility manager, and forwarded through channels to the district manager. The district manager and appropriate PSO manager, review, coordinate, approve, and consolidate the forecast, and forward it to the appropriate regional Procurement Division.

.212 Regional Level. Supply management personnel review the forecasts and coordinate with the appropriate staff element with interest in the items. Budget and fiscal personnel ensure that funds are or will be available. The RPMG or designated representative approves and forwards appropriate forecasts to the Office of Resources Management, P&SD.

.22 Supplies and Repair Parts

Develop requirements for postal supplies and repair parts on a continuing basis, according to local consumption requirements and requisitioning lead times.

722.3 Revalidation of Requirements

.31 Procurement action from submission of requirements forecasts is not initiated without revalidation of requirements by supply management personnel, if the forecast was submitted more than 90 days prior to the date of funded procurement request.

.32 Field activities preparing forecasts must ensure that their forecasts are maintained in a current status by making changes as the actual requirement for the material changes. This is necessary to avoid lengthy delay at the time of revalidation.

722.4 Consolidation of Requirements

Managers, PSOs, regional Contracts and Supply Management Branches (C&SMBs), area supply centers, and Headquarters must ensure that requirements within their individual areas of responsibility are consolidated for procurement action. This is to obtain the benefits of quantity buys and reduce administrative effort. The consolidation function is the responsibility of supply management.

722.5 Quantity Determination

.51 Factors Impacting on Quantity

Base the assessment of needs for equipment, supplies, and repair parts on past usage, the facilities program, projected mail volume (increase or decrease), program changes, and other factors affecting the activity. Because the accuracy of the requirements assessment depends on current knowledge of these factors, it is essential that management make this information widely available.

.52 Use of Excess

Final determination of specific net requirements must consider: (a) the region's *Not In Use Inventory*, (b) excess equipment and supplies lists at individual locations, and (c) supplies and equipment in supply rooms. Supply management personnel are responsible for initiating redistribution of regional assets before issuing new requirements for procurement action.

.53 Lead Times

In determining quantity requirements, supply management personnel must consider administrative and production lead time. Time required from issue of requisition, through award of contract, production, and transportation to receipt of the item are determined through experience, coordination with other supply personnel, or current contracting information.

723 Acquisition

723.1 Policy

It is USPS policy to make available high usage supply items through area supply centers, GSA depots or self-service stores where available, Federal supply schedule contracts, and USPS contracts. The goal is to obtain the most advantageous price, best quality, and timely delivery to meet USPS needs. Supply management personnel are responsible for ensuring that proper procedures are followed in preparing requisitions prior to submission into the supply systems or to PSO officers for procurement action by the contracting officer.

723.2 Requisitioning

.21 General

Requisitions for equipment, supplies, and repair parts stocked at area supply centers are prepared and submitted in accordance with instructions in the appropriate procurement and supply catalogs. The procedures for Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) are detailed in Handbook AS-701.

.22 Supply Centers

.221 General. Area supply centers provide supplies, repair parts, and equipment for offices located in their geographic areas. Offices in CAG E-L, and other activities not specifically designated as authorized FEDSTRIP ordering offices, must order GSA items listed in Publication 24, *Supply Catalog*, from the supply centers only. Authorized FEDSTRIP ordering offices use the GSA stores and depots as a primary source of supply for items not available at the supply centers.

.222 Requisitioning Cycles for Supplies. Requisitions for postal supply items must be submitted to the supply centers in strict accordance with established requisitioning cycles as stated in Pub. 24. Submit requisitions to facility managers or their designee for review and approval. Fill requirements at the installation from excess stocks, if available.

.223 Requisitioning Equipment. Equipment listed in Publication 47, *Equipment Catalog*, stocked at the supply centers, may be requisitioned as needed. These requisitions are not restricted to cyclical ordering, but must have regional approval. Submit all equipment requisitions through established requisitioning channels to Eastern Area Supply Center (EASC) for review and appropriate supply action.

.224 Requisitioning Repair Parts. Repair parts for postal operating equipment are available only from the Western Area Supply Center (WASC). Publication 112, *Repair Parts Catalog*, Publication 184, *Vehicle Repair Parts Catalog*, and Repair Parts Listing for bulk mail centers (BMCs) contain complete listings of repair parts stocked at WASC. Do not obtain repair parts currently available from WASC from other sources. The only exceptions to this policy are: (a) to fill a one-time emergency requirement, and (b) to provide sufficient local operating stocks when a repair part is temporarily out of stock at the supply center.

.23 General Services Administration (GSA)

Offices with FEDSTRIP requisitioning authority (CAG A-D) obtain consumable items available from GSA directly from that agency. Equipment items available from GSA are obtained through the PSO. All other offices requisition GSA items from their area supply center. Authorized offices must keep the frequency of requisitioning to a minimum, bearing in mind that costs are incurred for preparing and processing requisitions, billing procedures, and transportation. Orders are not to be placed more frequently than quarterly unless authorized by the regional C&SMB or supporting PSO, as appropriate.

.24 Veterans Administration (VA)

The VA, under agreement with the USPS, furnishes medical supplies and equipment listed in *VA Catalog No. 3* to designated postal installations with health units. The use of this source of supply is limited to health units having a physician or registered nurse. Submit requests for VA supply support through channels to Employee Relations Department, USPS Headquarters, which will transmit the approved request to the VA Central Office for assignment of a support facility.

.25 Mail Equipment Shops

Requisition replacement locks, keys, and repair parts from the Mail Equipment Shops, 2135 Fifth Street, NE, Washington, DC 20260, as outlined in Handbook AS-701.

.26 Other Agencies

.261 Excess Property. Ocasionally, GSA and other Federal agencies have excess property available for acquisition. Items available from other agencies are subject to reimbursement at fair market value unless the Director of the Office of Management and Budget sanctions a different basis of valuation. The fair market value is established by the agency having the excess property.

.262 New Property. The Defense Logistics Agency has a civil agency support function that provides the procedures for obtaining new property from other agencies that may be of use to the USPS. In order to obtain these items from other government agencies, request assistance, through channels, from the Office of Resources Management, P&SD, at Headquarters.

724 Receiving, Storing, and Issuing

724.1 Policy

.11 Responsibility

The APMG, Procurement and Supply, is responsible for the development and implementation of policies and procedures required for storage of all equipment, repair parts, and supplies throughout the Postal Service. This responsibility is exercised through supply management channels. Implementation and administration of these policies and procedures are the responsibility of the facility manager.

.12 Examination and Inspection

All USPS-owned or furnished property under the custody or control of the Postal Service, including that individually assigned to postal personnel, is for official use only. This property, and its contents, are at all times subject to examination and inspection by duly authorized postal officials in the discharge of their official duties. The Chief Postal Inspector, officers and heads of installations, and their designated representatives, are authorized to examine and inspect, as their duties may require, such USPS-owned or furnished property and its contents.

.13 Centralization of Supply Facilities

To the extent that space and local conditions permit, establish central supply rooms at postal facilities to store common use supplies, forms, and parts authorized for local inventory. When the establishment of a central supply room is impractical, control supplies centrally to prevent over-ordering and fragmentation of available supplies. Locate parts rooms to provide a readily available source of parts to the maintenance activity supported. Store equipment that is not installed or not in regular use at selected points which will provide maximum control and security. The PSO manager controls this equipment and maintains inventory control in accordance with 727.4.

.14 Duplication of Functions

Installations must not establish supply distribution functions that parallel or duplicate the role of the supply center; that is, receiving, storing, and shipping supplies for other installations, except as outlined in Handbook AS-701 and approved by the district manager. Regional emergency spare parts centers established by agreement of Headquarters and regional maintenance management organizations are excluded from this prohibition.

724.2 Supply Facilities

.21 Supply Rooms—General Postal Supplies

.211 Stocks. Supply rooms maintain stock levels of common use supplies and forms listed in Pub. 24, Pub. 22, *Forms Catalog*, and the GSA Stores Stock Catalog at the minimum level consistent with adequate support of administration and operations. (See 725.32 for stock levels.)

.212 Authority to Requisition. Issue supplies stocked in the supply room through the use of a signed written request. The supply clerk must be provided a list of persons authorized by the facility head to sign these requests.

.213 Inventory Records. Maintain records so as to effectively manage the inventory. Usage patterns can be easily determined by referring to these inventory records.

.214 Locator Systems. Employ a stock locator system in each supply room to enable employees to locate supply items without personal knowledge of the stockroom layout. This system will be commensurate with the size of the supply room and the amount of stocks to be stored. It will consist of a file of stock record or location cards either manually or mechanically prepared, depending on the equipment available. The locator system is used for all receiving, stocking, inventory, and issue activities in the supply room. Continually update locator information to insure that it is current at all times.

.215 Schedule of Hours. Supply rooms must maintain a schedule of hours during which supplies are issued. This schedule must provide time for supply room personnel to perform other functions necessary for the operation of the supply room.

.216 Emergency Issues. Establish provisions for emergency issues to insure that postal operations are not hampered by a lack of supplies.

.217 Shelf Life. Pay particular care to items which have a specific shelf life, e.g., rubber bands, ink, rubber stamps. Issue older items in this category first to avoid spoilage or deterioration.

.22 Supply rooms—Repair Parts

.221 Inventory Records. Maintain records to effectively manage the inventory. Stocks on hand and usage patterns can be easily determined by referring to these inventory records. Maintain inventory levels in accordance with 725.33.

.222 Primary Source. Order all repair parts that are available through WASC from WASC, per instructions in Pub. 112 (for mail processing and customer services equipment) or Pub. 184 (for motor vehicles).

.223 Record of Issue and Use. Except for certain commonly used, inexpensive items, every item issued must be charged to a specific work order or route sheet, or to a shop function, e.g., general repair shop, custodial, etc. Items will be issued and returned by a signed request from the mechanic.

.224 Locator System. See 724.214.

.225 Schedule of Hours. Parts rooms will maintain a schedule of hours consistent with support of operations in the facility. Establish provisions for emergency withdrawals during non-operating hours to ensure that postal equipment will not be inoperative because of unavailability of parts.

.226 Shelf Life. See 724.217.

.23 Equipment Storage Areas

.231 Safeguarding of Equipment. Equipment held by a postal facility for future use or installation should be stored so as to provide adequate safeguards from theft, damage, or other loss. The facility manager or other person responsible for the building in which the equipment is stored is responsible for providing the safeguards. To the extend practical, store equipment at selected sites to provide maximum control.

.232 Control. Supply personnel will account for and control equipment stored in these areas. Transfer equipment required by operating elements for permanent use or installation to that organization, and report as required. Equipment required by operating elements on other than a permanent basis will be issued for temporary use and returned to storage as soon as the equipment is taken out of service. Equipment will not be placed in, or removed from, the storage area without approval of the person responsible for the area.

.233 Classification. Do not place equipment in storage without first determining its serviceability. Determine serviceability in accordance with guidance by the Headquarters department with primary responsibility for the operation and function of equipment in the field, here referred to as the office of primary responsibility (OPR). Store serviceable equipment separately from unserviceable equipment. Repair unserviceable equipment that can be restored as soon as possible. Dispose of unserviceable equipment that cannot be economically restored in accordance with 728. Do not place unserviceable equipment in storage.

.234 Inventory. Maintain an inventory of all equipment stored at each facility in accordance with 725.5. Include all items at the facility. Identify serviceable and unserviceable (but repairable) equipment separately. Use a locator system to assist in storing and issuing equipment.

724.3 Care of Supplies and Hazardous Commodities

.31 Care and Preservation of Supplies

The preservation of most items is dependent upon proper storage and turn-over. Protect supplies and equipment against deterioration from temperature extremes, humidity, dust, insect pests. and other natural phenomena. Conduct periodic inspections to detect deterioration and to insure that proper care and preservation practices are being enforced.

.32 Storage of Hazardous Commodities

Hazardous commodities require special storage and handling. The items in this category include grease, paints, oils, thinners, kerosene, and other flammable liquids. Make adequate provisions to store these items in accordance with OSHA standards and regional safety instructions.

724.4 Security, Housekeeping, and Fire Protection

Enforcement of good security, housekeeping, and fire protection practices is a recognized prerequisite to an efficient and economical operation. All supply operations should follow safety instructions in Personnel Handbook P-13, *Supervisor's Safety Handbook.*

724.5 Safety Practices

.51 Program

A program for the safety and health of personnel and the prevention of property loss and damage is one of the prerequisites of sound and efficient warehouse and supply room management.

.52 Responsibility

A safety program must be developed and have backing at all supervisory levels to control hazardous acts and to eliminate unsafe conditions. The objective of the program is to locate and correct unsafe conditions and identify unsafe acts before they result in accidents.

.53 Guidance in Development of Safety Program

Develop safety programs in accordance with OSHA standards and provisions in Handbook P–13, under the guidance of district and regional safety personnel.

725 Inventory Control

725.1 Policy

The APMG, Procurement and Supply, is responsible for the establishment of control procedures for inventory quantities of all items of postal property supplies and repair parts throughout the Postal Service. In accordance with this policy, P&SD sets authorized stockage limitations for supplies and repair parts and monitors the development of authorized allowance quantities of postal property items, in coordination with OPRs for the various postal functions.

725.2 General Procedures

.21 Inventory and Accountability

These procedures involve all aspects of supply management dealing with custodial accountability for postal property, supply, and repair parts inventories and for maintaining records of *in use* and stores stockage inventory quantity balances. Facility managers must inventory these property and supply assets in accordance with 725.5.

.22 Control of Issues

To ensure equitable, economical, and timely distribution of postal property, supplies, and repair parts stored and issued by EASC and WASC, procedures are established for maintaining control over their issuance, incorporating a system of requisitioning and back order management.

.23 Review of Field Activities

The Director, Office of Resources Management, P&SD, and regional General Managers, Procurement Division, are responsible for surveying all postal field activities as they relate to postal property, supply, and inventory control functions.

725.3 Stock Levels

.31 General

Postal activities must maintain stock levels of supplies and repair parts in accordance with the following procedures.

.32 Supplies

Maintain stock of postal supplies adequate to meet needs between requisitioning cycles, plus a 30-day safety level for requisitioning lead time and emergency purposes. Authorized stock levels are:

Post offices CAG A-G and BMCs	4 months
Post offices CAG H-K	7 months
Post offices CAG L	13 months

.33 Repair Parts

.331 Authorized Stock Levels. Plant maintenance offices and vehicle maintenance facilities maintain inventory levels in accordance with instructions in repair parts catalogs, Handbooks M-52, *Fleet Management,* and MS-63, *Maintenance Management Class A Offices.* BMCs maintain inventory levels as directed by appropriate authority. In any case not specifically covered, maintain a maximum of 2 months usage.

.332 Exception. The only exceptions to the maximum established stock levels for repair parts are insurance items (those components, subassemblies, or assemblies that are not normally considered to be wearable but are stocked as insurance against a lengthy shutdown of equipment).

725.4 Recording and Accountability

Each postal facility responsible for requisitioning equipment, supplies, and repair parts maintains an inventory of this property until consumed or other disposition is made.

725.5 Inventorying

.51 Frequencies and References

Each postal facility where equipment is in use, or where postal equipment, supplies, and repair parts are stored and issued, must inventory according to the references in Exhibit 725.51.

Facility	Items Inventoried	Frequency or Reference
Vehicle Maintenance Facilities	Parts & supplies	Handbook M–52
Plant Maintenance Offices	Parts & supplies	Handbook MS–63
Bulk Mail Centers	Parts & supplies	BMC MIS cyclical inventory schedule
Area Supply Centers	Parts & supplies	annually
	Capital equipment	annually
Mailbag Depositories	Parts & supplies	annually
Mail Equipment Shops	Parts & supplies	annually
Field installations	Parts & supplies (supply storerooms)	annually
	Capital equipment	every 3 years (Handbook F–26)

Exhibit 725.51 Inventory Schedules

.52 Method

The facility manager personally certifies the inventoried quantity of postal equipment in use, and postal equipment, supplies, and repair parts in storage. Make these physical inventories either on a line item-by-item continuous basis or in a single period during the inventory periods specified, unless the reference indicates otherwise.

725.6 Order Quantities

.61 Order quantities for postal equipment, supplies and repair parts are limited to that quantity required to maintain stock within the limitations established by 725.3.

.62 Order quantities for insurance items are specifically prescribed in the various postal equipment, supply, and repair parts catalogs. OPRs are responsible for initiating requests for changes in these catalogs.

.63 It is the responsibility of the manager of each postal facility to insure that duplication of ordering to fill a specific requirement does not occur. If it is necessary to follow up on the status of a previously ordered item, the followup action must clearly identify the original order. If subsequent action is taken to fill a back-ordered requirement from an alternate supply source, appropriate notice must be given to the original requisition source. Postal equipment, supplies, and repair parts must not be issued for use without first recording their receipt and issuance by the postal facility.

725.7 Redistribution of Repair Parts

WASC reviews computer listings of facility inventories and redistributes repair parts to meet urgent requirements, when supply center stocks cannot meet field needs.

726 Property Control

726.1 Policy

Property control is a supply management function and provides for control over receipt, custody, use, and disposal of accountable and other postal equipment.

726.2 Responsibility

.21 Individual

It is the responsibility of every USPS employee to safeguard and maintain Postal Service property. This individual responsibility applies to property for which they have direct personal responsibility, and for all other property which they recognize as being government or USPS property.

.22 Managers and Supervisors

Custody of this property is vested in facility managers or employees designated as property officers. They must ensure that it is safeguarded from damage, loss, or theft, and that a current inventory is maintained of all property charged to their organization.

727 Excess

727.1 Policy

The policy of the USPS is to use excess serviceable property (expendable and nonexpendable) as a first source of supply to meet the needs of the Postal Service. Managers at all levels have a responsibility to ensure that funds are not expended for property if the need can reasonably be filled through the use of excess. Property not actually installed or in use will be properly stored, inventoried, and reported.

727.2 Identification

Identify all property not in use or not installed for condition and planned use. Tag this property with the appropriate tag which reflects condition, date of planned use, and availability for transfer or disposal. A review of property identified and tagged will be made by facility managers and supply management personnel, to ensure that property identified as serviceable is ready for immediate use without further repair or renovation.

727.3 Reporting

.31 Property

All postal activities must promptly report all serviceable property not installed or not in use (other than property listed in 727.32 through .38), using Form 7358, *Serviceable Property Not Installed or Not In Use Report.* The forms are sent through channels to the regional Contracts & Supply Management Branch for review and forwarding to WASC's Data Automation Division to produce the various computer listings. (See 727.5).

.32 Repair Parts

Excess repair parts obtained from WASC are reported by memorandum to WASC. The list must include the description, National Stock Number (NSN), OEM Part Number, and quantity for each item. Only serviceable parts suitable for immediate reissue are reported (see Pubs. 112 and 184). The supply center will provide disposition instructions.

.33 Supply Center Items

Report items and forms originally obtained on Form 7380, *Supply Center Requisition,* from area supply centers to the appropriate supply center by memorandum. Report must include identifying number, description, and quantity. Report only serviceable items suitable for immediate reissue (See Pubs. 22 and 24). The supply centers will provide disposition instructions.

.34 GSA Items

Report items obtained directly from GSA depots by FEDSTRIP requisition to the PSO manager by memorandum. PSOs should refer to the GSA supply catalog for procedures if supplies cannot be redistributed locally.

.35 Motor Vehicles

Report by memorandum through channels to the regional Vehicle Services Branch Manager.

.36 Data Automation Equipment

Report by memorandum through channels to the APMG, Management Information Systems Department.

.37 Inspection Service Items

Report by memorandum, through channels, to the Chief Postal Inspector, Washington, DC 20260, those items which do not lend themselves to reporting on Form 7358 (e.g., J & O keys, surveillance equipment, or other items peculiar to Inspection Service use only).

.38 Self-Service Equipment

Report by Form 1080, *Self-Service Vending Equipment Inventory Report,* to the regional Retail Branch manager.

727.4 Responsibilities

The PSO manager is responsible for assuring that all managers at all postal facilities having serviceable property not installed or not in use:

a. Ensure timely and accurate reporting of this property.

b. Ensure that all property is tagged to indicate its status.

c. Maintain continuous followup on all tagged property to ensure proper use, transfer, or disposal of the property.

d. Establish necessary controls to ensure property accountability/responsibility for safeguarding and maintaining the property.

e. Immediately report any change in status of this property.

727.5 Property Availability Lists

.51 Preparation

WASC's Data Automation Division prepares lists from information submitted by regional Contracts and Supply Management Branches. (See 727.31.)

.52 Distribution

The Data Automation Division distributes the various lists at the end of each accounting period to: PSOs, regional C&SMBs, and Office of Resources Management, P&SD. *Note:* Lists are available in the Office of Resources Management at any time for review by Headquarters OPRs.

.53 Use

These lists are used by field managers and supply management personnel to return USPS property to use through redistribution. This provides needed property without additional expenditures of postal funds.

727.6 Transfer

.61 Condition

Facility managers at locations from which property is being shipped should ensure that property being transferred is in condition to be used immediately without further repair or renovation.

.62 Transportation Costs

Consider transportation costs involved in transfers of property, to be sure it is cost effective. Refer to Handbook S-33, *Shipping and Receiving Postal Service Property.*

727.7 Financial Accounting

Financial accountability must be maintained at all times in accordance with Handbook F-26, *Property Accounting.* Credit for the negotiated value of expendable equipment transferred from one facility to another may be given under certain circumstances.

727.8 Disposition

Managers should screen all unserviceable and obsolete property to ensure that action is taken to dispose of the property in accordance with 728.

728 Disposal

728.1 Policy

It is USPS policy to promptly dispose of personal property that is unserviceable, obsolete, or surplus to national needs. In determining the method(s) of disposal, responsible personnel must consider all the facts of the particular situation. This includes (but is not limited to) considering the nature, quantity, and condition of the property. All disposal actions taken must best serve the overall interest of the Postal Service.

728.2 Disposal Authorities

The authorities below authorize and issue instructions for disposal of the obsolete, unserviceable, or surplus property listed.

Item	Disposal Authority
Surplus serviceable property*	C&SMB manager, EASC and WASC field directors, PSO manager, or designee
Unserviceable or obsolete property	C&SMB manager, PSO manager, EASC and WASC field directors
Repair parts	WASC field director
Supply center items (obsolete or excess	EASC and WASC field directors
Motor vehicles	Regional vehicle services branch manager
Data automation equipment	APMG, Management Information Systems

Inspection Service items	Regional Chief Inspector, division inspector in charge, or designee
Self-service equipment	Regional retail branch manager

*Surplus serviceable property may be disposed of, provided it has been screened by all regions and no known USPS requirement for it exists.

728.3 Methods of Disposal

.31 General

Personal property may be disposed of by whichever of the following methods is in the best interest of the Postal Service:

a. Sale by postal installation.
b. Sale or other disposal by GSA.
c. Transfer to other Federal agency.
d. Donation to a state agency for surplus property.
e. Donation to a public body.
f. Donation to a nonprofit organization.
g. Destruction.
h. Trade-in.

.32 Disposal by Sale.

.321 Best Interest of USPS. When it is determined that surplus serviceable personal property items have a reasonable sales value, it is usually in the best interest of the Postal Service to dispose of the property by sale. Holding time, storage costs, and preparation for sale must be considered in this determination.

.322 Authorization. The C&SMB manager, supply center field directors, or PSO manager or their designee, may offer the property for public sale, or authorize the facility manager to do so. Exception: motor vehicle sales are handled by fleet management offices in the field and region.

.323 Methods. Postal property may be sold by auction, sealed bids, negotiation, or by spot sale, whichever is most advantageous to the Postal Service.

.324 Restriction on Purchase of USPS Property. No postal employee may purchase surplus USPS property, (including surplus vehicles), under any circumstances, or have anyone purchase or act as agent in the purchase of surplus USPS property.

.33 Transfer to Other Federal Agencies

.331 General. USPS surplus property in serviceable condition may be made available for transfer to other Federal agencies.

.332 Requests. All requests by other Federal agencies for transfer of surplus property are referred to the regional C&SMB manager or supply center field directors.

.333 Reimbursement. All transfers of surplus serviceable USPS property are made with reimbursement at fair market value, except as otherwise directed by regional C&SMB manager.

.334 Fair Market Value. Exceptions and fair market value are determined by the manager having disposal authority. (See 728.2.)

.34 Donation

First consideration in disposal of surplus USPS property is by sale, to provide revenue. If personal property is not marketable, the regional C&SMB manager, supply center field directors, PSO manager, or local authorized facility manager may offer the property for donation to non-Federal activities such as:

a. A state agency (county or city) designated eligible to receive surplus property;

b. A public body such as the District of Columbia or Commonwealth of Puerto Rico; or

c. Nonprofit organizations such as churches or orphanages.

.35 Destruction.

When transfer, sale or donation is not feasible, property is destroyed in the presence of the property officer or designee. Submit Form 969, *Disposal of Personal Property*, to relieve the organization for capital property destroyed.

728.4 Restricted Items

.41 Certain items of USPS property are restricted because of their nature and/or Postal Service identifying markings.

.42 The following items may not be transferred to another Federal agency, sold, or released outside the Postal Service:

a. Lockbox Locks and Keys —As designated by Procurement and Supply Department.

b. Dollar Bill Validators. All models are controlled by Delivery Services Department.

c. Postage Meter Printing Heads. These are released from accountability of assigned postmasters only on written authorization of the PSO manager or C&SMB manager.

d. Firearms. Report firearms to the PSO manager for approval to transfer to EASC.

e. Money Order Machines. Report money order machines in unserviceable condition to local MSC for disposition instructions.

.43 Property permanently marked with USPS indicia or words identifying the item as USPS property, cannot be released or sold without first obliterating or removing identifying markings.

729 Area Supply Center Operation

729.1 Development of Requirements

Requirements for depot stocked supply items and repair parts are developed, respectively, by EASC and WASC field directors.

729.2 Requirements Forecasting

.21 EASC and WASC field directors establish management procedures for initial stockage and follow-on support of all depot stocked supply and repair part line items. These procedures are in coordination with Headquarters-developed automated supply management programs, and approved by the Office of Resources Management, P&SD.

.22 WASC field director's initial stockage responsibility includes:

a. Participation in all provisioning conferences for support of new postal equipment,

b. Maintaining liaison with all Headquarters equipment maintenance activities to ascertain the level of supply support required for each item of mechanized equipment, and

c. Establishing procedures to identify repair parts resulting from new equipment acquisition and engineering changes, which are to be depot stocked and supported.

729.3 Depot Storage

.31 Stocks. Formal procedures for the storage of supply items at area supply centers are developed by respective supply center field director, using to the maximum extent the automated inventory control programs developed by USPS Headquarters.

.32 Regional and Other Property. Supplies, equipment and other property procured or otherwise obtained by the regions, Headquarters Departments or other elements of the USPS will not be shipped to the area supply centers for storage without first obtaining approval from the Office of Resources Management, P&SD.

729.4 Inventory Control

.41 General Responsibilities. The EASC field director is designated as primary depot inventory control manager for supply items. The WASC field director is designated as primary depot inventory control manager for repair parts. Each of these field directors is responsible for development and publication of related depot inventory control procedures for the area supply centers, following the automated depot supply management and inventory programs developed under the technical guidance and control of the Director, Office of Resources Management. Program changes to all automated procurement and supply operating and management systems require authorization of the Director, Office of Resources Management.

.42 Redistribution of Repair Parts. WASC reviews computer listings of facility inventories and redistributes repair parts to meet urgent requirements for back ordered items when supply center stocks cannot meet field needs.

.43 Funding for Repair Parts. Initial stockage of repair parts in WASC requires funding by the initiating activity. Replenishment of parts is funded by WASC.

729.5 Cataloging

.51 Identification System. The Postal Service Catalog System is being revised to conform to the Government-wide system administered by the Department of Defense and GSA. This provides the USPS a uniform system of item identification, eliminates different identifications of like items, aids in standardization, and facilitates intra and interdepartmental logistics support.

.52 Item Numbers. WASC is responsible for initiating procedures on both new and old USPS items to obtain an appropriate NSN or assign a similar number on parts that are normally used by the Postal Service only.

.53 Publications. Catalogs for equipment, supplies, and repair parts are prepared in accordance with guidance and policy from the Procurement and Supply Department. Catalogs provide complete listings of all equipment, supplies, and repair parts available through the area supply centers and contain complete information and instructions for ordering these items. They are updated periodically to reflect the current status. See Appendix A for listing.

.54 Responsibilities

.541 Responsibility for preparation, publication, and revision of these catalogs is delegated as follows:
Equipment—Office of Resources Management, P&SD
Supplies—EASC
Repair Parts—WASC

.542 The field directors of the supply centers are also responsible for establishing and publishing procedures for the input and maintenance of a computerized master data file of supply item information necessary for efficient management of depot inventory responsibilities. The master data file is part of the automated supply management and inventory control system developed by the Office of Resources Management.

Appendix A
Directives Related to the ASM

A. Explanation

Appendix A contains a listing of other directives which are conceptually related to the *Administrative Support Manual.* The listing is organized to indicate the chapter of the ASM to which particular directives are related. An explanation of the meaning of each column follows:

1. *ID#*—The type and identification number of the directive. (Pub. means publication; Hbk. means handbook.)
2. *Title*—The complete title of the directive.
3. *TL/Date*—For *revisable* directives, the most recent TL (transmittal letter) number and its date. For *nonrevisable* directives, the date of the most recent edition.
4. *Size*—Provided to indicate amount of detail. Dimensions show page size in inches; p. means pages and the page count includes *all* pages in the directive, even if some are blank.
5. *Distribution*—Distribution codes indicate which facilities are on the mailing list to receive the directive. (See page 14 of this appendix for an explanation of the codes.)
6. *Requisition*—Indicates the supply source for the directive. (See page 14 of this appendix for an explanation of the codes.)
7. *ASM Ref.*—Indicates which, if any, chapter in the ASM actually cites the directive.
8. *Key Words*—The key word or words for the directive, which may or may not be included in the title.

B. Listing

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 1 — Postal Organization							
Pub. 1	We Deliver—The Story of the U.S. Postal Service	Aug. 79	8½ × 11 21 p.	1	SC	—	history
Pub. 11	Postal Laws	TL 24 12-73	5½ × 9¼ 394 p.	31,33,36	DFD* P/SD	AS-2	laws
Pub. 100	History of the U.S. Postal Service, 1975-1979	May 1980	8½ × 11 22 p.	60	PMG	—	history
Chapter 2 — Inspection Service							
Pub. 10	No Deje Que le Roben Su Bolsillo por Correo (Don't Let Your Pocket be Picked by Mail)	July 74	3½ × 7¼ 16 p.	61	P/F SC	AS-2	fraud Spanish
Pub. 43	Foreign False Representation and Lottery Mail Orders	TL 119 11-75	5¾ × 9 68 p.	50	DFD 1	—	fraud international
Pub. 93	Radiological Monitors	TL 2 9-75	8 × 10½ 17 p.	61	RCI	—	emergency preparedness civil defense radioactivity
Pub. 123	How You Can Curb Pandering Advertisements	June 69	3½ × 7 4 p.	1	P/F SC	AS-2	pandering laws
Pub. 125	Administering the Pandering Advertisements Statute	Sept. 76	8 × 10½ 4 p.	44	SC	AS-2	pandering laws
Pub. 159-A	Contingency Plans—Work Stoppages	TL 2 4-78	7¾ × 10¼ 56 p.	60	DFD 2	AS-2	work stoppage emergency preparedness
Pub. 159-B	Contingency Plans—Civil Disorders and Natural Disasters	TL 8 8-74	7¾ × 10¼	60	DFD 2	AS-2	civil disorder natural disaster emergency preparedness

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 2 — Inspection Service—Continued							
Pub. 159-C	Contingency Plans—Bombings, Bomb Threats and Bomb Scares	TL 3 7-72	7¾ × 10¼ 26 p.	30,33	RCI	AS-2	bombings emergency preparedness
Pub. 198	The Postal Inspection Service	May 73	4 × 8½ 9 p.	1	SC	AS-2	Inspection Service
Pub. 199	The Position of Postal Inspector	Oct. 79	4 × 8½ 14 p.	30,33	SC	—	inspectors qualifications
Pub. 250	Postal Inspectors Protect Consumers	Jan. 80	6 × 9 16 p.	3,10,33	P/F SC	—	consumer protection fraud
Pub. 251	Fraud and the Business Community	Jan. 80	4 × 8½ 4 p.	3,10,33	P/F SC	—	fraud consumer protection
Pub. 253	Work at Home	March 80	3¾ × 8½ 6 p.	3,10,33	P/F SC	—	fraud consumer protection
Hbk. M-18	Firearms	TL 3 12-76	8 × 10½ 52 p.	33	RCI	—	firearms security
Hbk. M-19	Accident Investigations—Tort Claims	TL 1 7-77	7¾ × 10¼ 26 p.	4,6,17,34, 36,37,39	DFD	AS-2	claims (tort) accidents
Hbk. M-44	Tort Claims Settlement	TL 2 10-73	7¾ × 10¼ 72 p.	29,31,36	DFD	AS-2	claims (tort)
Chapter 3 — Communications							
Pub. 22	Forms Catalog	TL 5 5-79	8 × 10½ 116 p.	1	DFD*	AS-7	catalog, forms
Pub. 32	Glossary of Postal Terms	Jan. 79	3-7/8 × 8½ 64 p.	1	SC	—	glossary writing
Pub. 103	How You Can Improve Your Written Instructions	July 79	7¾ × 10¼ 73 p.	57	EASC*	—	communications writing directives
Pub. 172	Editor's Manual	May 79	8 × 10½ 24 p.	61	DFD 1	AS-3	newsletters writing
Hbk. A-3	Word Processing System	TL 1 5-79	8 × 10½ 78 p.	7,8,30,31, 33,34,36, 37,43,51	SC	—	communications word processing office equipment
Hbk. M-10	Forms Management	TL 1 6-72	7¾ × 10¼ 70 p.	30,31,36	DFD*	—	forms
Hbk. M-24	Headquarters Records Disposition Schedule	TL 1 2-62	8 × 10½ 42 p.	30	DFD 1*	—	records office practices

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Chapter 3 — Communications—Continued							
Hbk. P-26	Grammar, Punctuation, Capitalization	Sept. 79	8×10½ 112 p.	61	DFD 2	—	writing training office practice
Hbk. PDC-1	Files Maintenance and Records Disposition Guide	TL 2 9-75	8×10½ 16 p.	29,31,37	DFD 1	—	records
Chapter 4 — Government Relations							
Pub. 38	Postal Agreement with the Department of Defense	Feb. 80	5¼×9 8 p.	4,31,34 36,40	SC*	AS-2	military agreement government liaison
Chapter 5 — Facilities and Equipment							
Pub. 37	Postal Facilities Planning Data and Equipment Layouts	TL 30 3-80	8×10½ 232 p.	29,31,34, 43	DFD	AS 2,5	facilities planning
Pub. 44	Repair Parts Catalog: ZIP Mail Translator (ZMT), Model 304	May 71	7¾×10¼ 70 p.	41,49	EASC	AS-5	catalog, ZMT
Pub. 48	Outline of Good Housekeeping Clinic	Sept. 74	5-7/8×9 20 p.	2	SC	—	maintenance cleaning
Pub. 49	USPS Facilities Design and Construction Program	Sept. 78	4×8½ 16 p.	61	DFD 1	—	facilities design construction planning
Pub. 76	Repair Parts Catalog (RPC)—Canceling Machine, Model M	TL 6 1-70	7¾×10¼ 42 p.	31,41,49	DFD	AS-5	catalog canceling machine maintenance
Pub. 77	RPC—Canceling Machine, Model HD-2	TL 4 1-70	7¾×10¼ 46 p.	31,41,49	DFD	AS-5	catalog canceling machine equipment maintenance
Pub. 79	RPC—Canceling Machine, Model F	TL 4 1-70	7¾×10¼ 94 p.	31,41,49	DFD	AS-5	catalog canceling machine equipment maintenance
Pub. 81	RPC—Edger-Stacker, Model 301	TL 7 10-70	7¾×10¼ 140 p.	31,41,49	DFD	AS-5	catalog edger-stacker equipment maintenance
Pub. 85	RPC—Bunn Twine Tying Machine	TL 4 1-70	7¾×10¼ 44 p.	31,41,49	DFD	AS-5	catalog tying machine equipment maintenance
Pub. 88	RPC—Detecto 70 Pound Scale	TL 4 1-70	7¾×10¼ 48 p.	31,41,49	DFD	AS-5	catalog scale equipment maintenance

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
Pub. 89	RPC—Triner Scale, Peerless 70 lb. Model	TL 3 1-70	7¾ × 10¼ 40 p.	31,41,49	DFD	AS-5	catalog scale equipment maintenance
Pub. 92	RPC—Stamp Vending Machine, Model SI-5	TL 4 1-70	7¾ × 10¼ 50 p.	31,41,49	DFD	AS-5	catalog vending machine equipment maintenance
Pub. 96	Information for Students	Jan. 79	4 × 9 23 p.	61	RTC	—	training MTSC
Pub. 105	RPC—Multiposition Letter Sorting Machine Models 120 and 121	TL 11 8-71	7¾ × 10¼ 312 p.	61	DFD	AS-5	catalog MPLSM
Pub. 110	RPC—Stacker, Conveyor, and Culling Machine, Model 89	TL 5 10-70	7¾ × 10¼ 10 p.	31,41,49	DFD	AS-5	catalog conveyor machine equipment maintenance
Pub. 112	RPC—Items of Supply	TL 36 4-80	8 × 10½ 515 p.	31,41,45, 48,49	DFD	AS-5	catalog equipment maintenance
Pub. 120	RPC—Postage Meter Base, Model RG	TL 2 12-69	7¾ × 10¼ 90 p.	31,41,49	DFD	AS-5	catalog postage meter equipment maintenance
Pub. 121	RPC—Postage Meter Base, Model RS	TL 2 12-69	7¾ × 10¼ 114 p.	31,41,49	DFD	AS-5	catalog postage meter equipment maintenance
Pub. 142	RPC—Stamp Vending Machine, Model SI-15	TL 3 1-70	7¾ × 10¼ 40 p.	31,41,49	DFD	AS-5	catalog vending machine equipment maintenance
Pub. 143	RPC—Stamp Vending Machine, Models SI-90 and 95	TL 3 1-70	7¾ × 10¼ 22 p.	24,31,41, 49	DFD	AS-5	catalog vending machine equipment maintenance
Pub. 144	RPC—Stacker, Conveyor and Culling Machine, Model 89 A and B	TL 4 8-71	7¾ × 10¼ 150 p.	31,41,49	DFD	AS-5	catalog conveyor machine equipment maintenance
Pub. 145	RPC—Edger-Stacker, Model 302	TL 3 8-70	7¾ × 10¼ 138 p.	31,41,49	DFD	AS-5	catalog edger-stacker equipment maintenance

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
Pub. 147	RPC—Edger-Stacker, Model 304	TL 4 10-70	7¾ × 10¼ 154 p.	31,41,49	DFD	AS-5	catalog edger-stacker equipment maintenance
Pub. 176	RPC—Single Position Letter Sorting Machine	TL 2 7-72	8 × 10½ 82 p.	31,41,49	DFD	AS-5	catalog SPLSM equipment maintenance
Hbk. CD-1	Mechanical Fundamentals	Oct. 70	7¾ × 10¼ 64 p.	31,34,30	SC	—	self-study training machinery maintenance
Hbk. CD-2	Electrical Fundamentals	Oct. 70	7¾ × 10¼ 68 p.	1	SC	—	self-study training electricity maintenance
Hbk. M-29	Twine Tying Machines	TL 3 5-69	7¾ × 10¼ 42 p.	4,31,36	DFD	—	tying machines training maintenance
Hbk. M-69	Prevention of Damage to Mail	TL 3 3-74	7¾ × 10¼ 30 p.	60	DFD 1	—	damage engineering equipment
Hbk. M-70	Mechanization Design Specifications	TL 5 5-76	8½ × 11 138 p.	60	DFD 1	—	equipment drawings design
Hbk. M-73	Postal Facility Activation Manual	TL 2 3-75	7¾ × 10¼ 66 p.	31,34	DFD	AS-5	facilities activation committee
Hbk. MS-1	Operation and Maintenance of Real Property	TL 2 7-79	8 × 10½ 206 p.	41	MTSC	AS-5	maintenance facilities
Hbk. MS-2	Parcel Sorting Machine, Over & Under Type	TL 1 12-63	7¾ × 10¼ 228 p.	41	MTSC	—	maintenance parcel sorting machine
Hbk. MS-3	Automatic Money Changer	TL 1 1-64	7¾ × 10¼ 28 p.	41	MTSC	—	maintenance money changer
Hbk.MS-5	Postage Meters	TL 1 3-64	7¾ × 10¼ 136 p.	41	MTSC	—	maintenance postage meters
Hbk. MS-6	Repair and Alteration Surveys	TL 1 6-79	8 × 10½ 68 p.	30,31,33, 34,40,42	MTSC	—	maintenance facilities
Hbk. MS-7	Repair and Alteration of Real Property	TL 3 6-79	8 × 10½ 38 p.	41	MTSC	AS-5	maintenance facilities
Hbk. MS-8	ZIP Mail Translator, Model 304A, Type II Vol. A, Detailed Equipment Data, Parts 1, 2, & 3 (3 SIMM style books, 92, 116, & 48 pages respectively)	TL 1 1-77	27 × 11 256 p.	41	MTSC	—	ZMT maintenance

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Chapter 5 — Facilities and Equipment—Continued							
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-78	8½ × 11 126 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Trouble-shooting Aid	TL 1 1-78	8½ × 11	41	MTSC	—	
	Vol. D, Maintenance Parts and Assemblies	TL 1 1-78	8½ × 11	41	MTSC	—	
Hbk. MS-9	Physical Surveys of Leased Postal Facilities	TL 1 2-76	8 × 10½ 18 p.	41	MTSC	—	maintenance facilities
Hbk. MS-11	Industrial Storage Batteries	TL 1 9-64	7¾ × 10¼ 36 p.	41	MTSC	—	batteries maintenance
Hbk. MS-12	Postal Commodity Vending Machine: Model 76	TL 1 12-78	8 × 10½ 147 p.	41	MTSC	—	maintenance vending machine
Hbk. MS-13	Interim Maintenance Handbook for MPLSM Models 120 & 121	TL 1 11-77	8½ × 11 852 p.	41	MTSC	—	maintenance MPLSM
Hbk. MS-14	Mark II Facer-Canceler, Series 3500			41	MTSC	AS-5	maintenance facer-canceler
	Vol. 1 Echelon 1 and 2 Job Guide	TL 1 7-75	8½ × 11 284 p.				
	Vol. 2 Echelon 3 Job Guide	TL 1 7-75	8½ × 11 622 p.			—	
	Vol. 3 Echelon 3 Fully Proceduralized Troubleshooting Aid	TL 1 7-75	8½ × 11 446 p.			—	
	Vol. 4 Detailed Equipment Data	TL 5 5-78	26¾ × 11 120 p.			—	
Hbk. MS-15	100-Pound Beam Scale	TL 1 7-65	8 × 10½ 36 p.	41	MTSC	—	maintenance scale
Hbk. MS-18	4-Pound Beam Scale	TL 1 7-65	8 × 10½ 34 p.	41	MTSC	—	maintenance scale
Hbk. MS-19	70-Pound Scale	TL 1 8-65	8 × 10½ 40 p.	41	MTSC	—	maintenance scale
Hbk. MS-21	Elevator Maintenance	TL 1 5-79	8 × 10½ 128 p.	31,34,40,42	MTSC*	—	maintenance elevators
Hbk. MS-22	Street Letter Box Maintenance	TL 2 10-73	7¾ × 10¼ 26 p.	41	MTSC	—	maintenance mailbox
Hbk. MS-23	Monorail Sack Sorters	TL 1 7-66	7¾ × 10¼ 260 p.	41	MTSC	—	maintenance sack sorter
Hbk. MS-24	Heating, Cooling and Ventilating	TL 7 8-78	8 × 10½ 258 p.	41	MTSC	AS-5	maintenance facilities HVAC
Hbk. MS-25	Self-Service Postal Equipment	TL 7 8-75	7¾ × 10¼ 464 p.	41	MTSC	AS-5	maintenance SSPC

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
Hbk. MS-26	USPS Portable Conveyors	TL 2 7-73	7¾ × 10¼ 82 p.	41	MTSC	—	maintenance conveyors
Hbk. MS-27	Intercommunication and Paging System	TL 1 9-68	8 × 10½ 134 p.	41	MTSC	—	maintenance equipment telecommunication
Hbk. MS-28	Maintenance of Electrical Switchgear	Mar. 73 Addendum, Apr. 77	7¾ × 10¼ 22 p.	41	MTSC	AS-5	maintenance electrical
Hbk. MS-29	Edger-Stacker Machines, Models 301, 302, 303 and 304	TL 1 4-71	7¾ × 10¼ 142 p.	41	MTSC	—	maintenance edger-stacker
Hbk. MS-30	Portable Culling, Facing and Stacking Conveyors, Model Model CF-89	TL 1 5-71	7¾ × 10¼ 156 p.	41	MTSC	—	maintenance conveyor
Hbk. MS-33	ZIP Mail Translator (ZMT) Model 304, Corrective Maintenance Guide (SIMM style)	TL 3 6-78	26¾ × 11 41 p.	41	MTSC	—	maintenance ZMT
Hbk. MS-33A	ZIP Mail Translator (ZMT) Model 304-A, Supplement	TL 1 11-74	26¾ × 11 30 p.	41	MTSC	—	maintenance ZMT
Hbk. MS-35	Hi-Speed Digital Printer—Franklin Series 800 (SIMM)	TL 1 Dec. 72	26-7/8 × 11 30 p.	41	MTSC	—	maintenance printer
Hbk. MS-36	Small Canceling Machine	Sept. 72	7¾ × 10¼ 40 p.	41	MTSC	—	maintenance canceling machine
Hbk. MS-37	ASR Teletype (SIMM style)	TL 1 2-73	26-7/8 × 11 108 p.	41	MTSC	—	maintenance telecommunication
Hbk. MS-38	Postal Stamp Vending Machine, Model SI-906						maintenance vending machine
	Vol. 1, Job Guide	TL 1 5-76	8 × 10½ 32 p.	41	MTSC	—	
	Vol. 2, Mechanic Job Guide and Troubleshooting Aid	TL 1 5-76	8 × 10½ 600 p.	41	MTSC	—	
	Vol. 3, SSPC Technician Job Guide and Troubleshooting Aid	TL 1 5-76	8 × 10½ 500 p.	41	MTSC	—	
Hbk. MS-39	Fluorescent and Mercury Vapor Lighting—Cleaning and Relamping	Jan. 73	7¾ × 10¼ 36 p.	41	MTSC	AS-5	maintenance lighting
Hbk. MS-40	Single Position Letter Sorting Machine, Models A & B (SIMM style)	TL 2 3-79	26-7/8 × 11 90 p.	41	MTSC	AS-5	maintenance SPLSM training
Hbk. MS-42	Air and Water Balancing	TL 1 3-73	8 × 10½ 50 p.	41	MTSC	—	maintenance HVAC

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
Hbk. MS-43	General Maintenance for Mail Handling Equipment	TL 1 7-73	7¾ × 10¼ 64 p.	41	MTSC	AS-5	maintenance equipment
Hbk. MS-44	Intercommunication and Paging System, 100 Series	TL 1 7-73	7¾ × 10¼ 58 p.	41	MTSC	—	maintenance telecommunication
Hbk. MS-45	Area Maintenance Office Operating Procedures	TL 2 12-73	8 × 10½ 42 p.	41	MTSC	AS-5	maintenance AMO
Hbk. MS-46	Edger Feeder Models 500/500A	TL 3 10-78	7¾ × 10¼ 400 p.	41	MTSC	—	maintenance edger-feeder
Hbk. MS-47	Housekeeping—Postal Facilities	TL 2 3-75	7¾ × 10¼ 88 p.	41	MTSC	AS-5	maintenance cleaning facilities
Hbk. MS-48	Kenco Self Service Postal Center Burglar Alarm	undated— pre-1974	21 × 29½ 2 p.	41	MTSC	—	maintenance SSPC
Hbk. MS-49	Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities	TL 2 11-74	7¾ × 10¼ 40 p.	41	MTSC	AS-5	maintenance energy conservation facilities
Hbk. MS-50	Energy Conservation and Maintenance Contingency Planning in Small Postal Facilities	TL 2 11-74	7¾ × 10¼ 30 p.	41	MTSC	AS-5	maintenance energy conservation facilities
Hbk. MS-51	Postal Commodity Vending Machine						maintenance vending machine
	Vol. 2, Mechanic Job Guide	TL 1 5-75	8½ × 11 180 p.	41	MTSC	—	
	Vol. 3, SSPC Technician Fully Proceduralized Troubleshooting Aid	TL 1 5-75	8½ × 11 154 p.	41	MTSC	—	
	Vol. 4, Mechanic Fully Proceduralized Troubleshooting Aid	TL 1 5-75	8½ × 11 148 p.	41	MTSC	—	
	Vol. 5, Detailed Equipment Data	TL 1 5-75	26¾ × 11 76 p.	41	MTSC	—	
Hbk. MS-52	Postal Stamp Vending Machine						maintenance vending machine
	Vol. 1, SSPC Technician Job Guide	TL 1 5/75	8½ × 11 182 p.	41	MTSC	—	
	Vol. 2, Mechanic Job Guide	TL 1 5/75	8½ × 11 94 p.	41	MTSC	—	
	Vol. 3, SSPC Technician Fully Proceduralized Troubleshooting Aid	TL 1 5/75	8½ × 11 84 p.	41	MTSC	—	
	Vol. 4, Mechanic Fully Proceduralized Troubleshooting Aid (SIMM style)	TL 1 5/75	8½ × 11 82 p.	41	MTSC	—	

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
	Vol. 5, Detailed Equipment Data	TL 1 5/75	26¾ × 11 52 p.	41	MTSC	—	
Hbk. MS-53	70-Pound Parcel Post Scale Maintenance Model 7501-P	July 77	8½ × 11 22 p.	41	MTSC	—	maintenance scale parcel post
Hbk. MS-54	Color & Graphics Handbook—Post Office Interior Spaces	TL 1 10-74	11 × 8½ 98 p.	41	MTSC	—	facilities interior design graphics
Hbk. MS-54A	Graphics Handbook	Oct. 74	11 × 8½ 32 p.	41	MTSC		graphics interior design
MS-55	Neighborhood Delivery and Collection Boxes	Aug. 74	8½ × 11 18 p.	41	MTSC		maintenance mailboxes
Hbk. MS-56	Fire Extinguishing Equipment	TL 1 8-75	7¾ × 10¼ 30 p.	41	MTSC	AS-5	maintenance safety fire extinguishers
Hbk. MS-57	Label Printing Machine (Model 40-16) and Power Feed Stand (Model 410)	TL 1 4-75	7¾ × 10¼ 58 p.	41	MTSC	—	maintenance label printer
Hbk. MS-58	Maintenance Performance Criteria	TL 1 4-75	7¾ × 10¼ 272 p.	41	MTSC	AS-5	maintenance
Hbk. MS-59	Multi-Position Letter Sorting Machine, Model 140/141 (ESP/ZMT)						maintenance MPLSM training
	Vol. A, Detailed System Data	TL 1 1-77	26-7/8 × 11 36 p.	41	MTSC	—	
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-77	8 × 10½ 118 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Troubleshooting Aid	TL 1 1-77	8½ × 11 50 p.	41	MTSC	—	
Hbk. MS-60	Electronic Sort Processor, Model 132						maintenance sort processor
	Vol A, Detailed Equipment Data, Parts, 1, 2, & 3 (3 SIMM style books, 118, 146, & 92 pages respectively)	TL 1 1-77	26¾ × 11 356 p.	41	MTSC	—	
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-78	8½ × 11 72 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Troubleshooting Aid	TL 1	8½ × 11 260 p.	41	MTSC	—	
	Vol. D, Maintenance Parts and Assemblies	TL 1 1-78	8½ × 11 202 p.	41	MTSC	—	

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Chapter 5 — Facilities and Equipment—Continued							
Hbk. MS-61	Multi-Position Letter Sorting Machine						maintenance MPLSM
	Vol A, Detailed Equipment Data, Parts 1, 2, & 3 (3 SIMM style books, 130, 140, & 76 pages respectively)	TL 1 1-77	26¾ × 11 346 p.	41	MTSC	—	
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-78	8½ × 11 500 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Trouble-shooting Aid	TL 1 1-78	8½ × 11 172 p.	41	MTSC	—	
	Vol. D, Maintenance Parts and Assemblies	TL 1 1-78	8 × 10½ 746 p.	41	MTSC	—	
Hbk. MS-62	MPLSM Overhaul Procedures	TL 1 5-77	7¾ × 10¼ 184 p.	41	MTSC	AS-5	maintenance MPLSM
Hbk. MS-63	Maintenance Management Class A Offices	TL 2 8-78	8 × 10½ 200 p.	41	MTSC	AS-5,7	maintenance facilities equipment
Hbk. MS-64	Single Position Flat Sorting Machine, Models 200A & 200B						maintenance SPLSM
	Vol. A, General Equipment and Major Function	TL 1 9-79	7¾ × 10¼ 230 p.	41	MTSC	—	
	Vol. B, Detailed Assembly Information (Schematics and Text)	TL 1 9-79	7¾ × 10¼ 162 p.	41	MTSC	—	
	Vol. C, Detailed Assembly Information (Parts and Maintenance Data)		7¾ × 10¼ 500 p.	41	MTSC	—	
Hbk. MS-65	Maintenance Management Class B Offices	TL 1 4-79	8 × 10½ 188 p.	41	MTSC	AS-5	maintenance facilities equipment
Hbk. MS-68	USPS Model 15 ZMT/LSM Operator Training Console	TL 1 7-79	8½ × 11 200 p.	41	MTSC	—	maintenance ZMT/LSM training
Hbk. P-15	Instructor's Guide for Training Mechanics Basic Mechanical Equipment	Nov. 68	7¾ × 10¼ 26 p.	31,41	SC		training maintenance
Hbk. P-16	Instructors Guide for Basic Maintenance Training	Dec. 68	7¾ × 10¼ 52 p.	31,41	SC	—	training maintenance
Hbk. RE-1	Realty Acquisition and Management	TL 3 5-77	7¾ × 10¼ 480 p.	31,34,42	RAB	AS-5	facilities real estate
Hbk. RE-2	Real Estate Tax Management	TL 1 9-76	7¾ × 10¼ 78 p.	31,34,42	RAB	—	facilities taxes real estate
Hbk. RE-3	Facilities Management System—Operations Guide	TL 1 11-78	7¾ × 10¼ 100 p.	34,42,60	DFD 1	—	facilities

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
Hbk. RE-4	Standards for Facility Accessibility by the Physically Handicapped	Nov. 79	8 × 10½ 32 p.	30,31,42	SC/R	AS-5	facilities handicapped planning
Hbk. RE-5	Building & Site Security Requirements	Apr. 80	8 × 10½ 20	30,31,33, 42	DFD/R	—	facilities security planning
Hbk. RE-7	Lease Amendment Program	Jun. 80	8 × 10½ 32 p.	31,34,40,42	SC	—	facilities lease real estate
Hbk. S-3	Floors, Care and Maintenance	Sept. 69	6 × 9 35 p.	1	MTSC	AS-5	maintenance facilities
Hbk. S-20	Mailbag Depositories & Repair Centers—Operating Procedures	TL 4 3-79	8 × 10½ 30 p.	29,31,43	DFD	—	mailbags
Hbk. S-31	Heat Seal Rewrap Machine Model 104-30	Aug. 69	7¾ × 10¼ 10 p.	31,41,43	EASC	—	equipment
Chapter 6 — Support Services							
Pub. 101	Engineering Change Board Organization Function and Change Processing Procedures	July 78	8 × 10½ 52 p.	29,31	SC	AS-5	equipment modifications engineering ECB
Pub. 169	Quality Assurance Requirements for Postal Hardware Systems	June 73	7¾ × 10¼ 36 p.	1	EASC*	—	quality assurance equipment contracting research & development
Pub. 170	Reliability and Maintainability Requirements for Postal Hardware Systems	Apr. 71	7¾ × 10¼ 42 p.	1	EASC*	—	quality assurance equipment contracting research & development
Hbk. E-4	Adjustable Platform Stools	Jan. 56	6 × 9 24 p.	1	SC	—	platform stools
Hbk. E-5	Materials Handling and Associated Equipment	March 70	7¾ × 10¼ 40 p.	1	SC	—	equipment engineering
Hbk. E-11	Standard Data Operator Instructions, Mail Processing Operations	TL 2 7-78	8 × 10½ 1523 p.	60	DFD 1	—	mail processing training engineering MTM
Hbk. E-13	Multiposition Letter Sorting Machine, Models 120 and 121	TL 1 12-66	8 × 10½ 290 p.	31,34,40, 41	DFD	—	MPLSM engineering
Hbk. M-25	Management Action Planning	Nov. 78	7¾ × 10¼ 22 p.	31	SC	—	planning MSC/BMC action plans
Hbk. M-32	Management Operating Data System for MOD 1 Offices	TL 7 7-79	7¾ × 10¼ 156 p.	22,31,34, 37,41,46	RAB	—	PSDS planning

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Chapter 6 — Support Services—Continued							
Hbk. M-33	Management Operating Data System for MOD 2 Offices	TL 1 9-75	7¾ × 10¼ 38 p.	34,37,41,46	RAB	—	PSDS planning forms
Hbk. SM-1	Engineering Drawing Standards	TL 2 8-72	8½ × 11 490 p.	61	DFD 1	—	engineering
Hbk. SM-2	Specification Practices	TL 2 1-73	7¾ × 10¼ 56 p.	61	DFD 1	—	specifications contracting
Chapter 7 — Procurement and Supply							
Pub. 7	Headquarters Supply Catalog	May 73	8 × 10½ 38 p.	30	DFD*	—	catalog supplies
Pub. 24	Supply Catalog	TL 8 1-80	8 × 10½ 188 p.	1	DFD*	AS-2,3, 5,7	catalog supplies
Pub. 41	Postal Contracting Manual	TL 32 5-80	7¾ × 10¼ 1314 p.	30,31,33,36 42,45,46,60	RAB P/SD	AS-1,2,3, 5,7	contracting procurement
Pub. 47	Equipment Catalog	TL 7 7-73	7¾ × 10¼ 140 p.	4,36,40, 43	DFD	AS-5,7	catalog equipment
Pub. 151	Selling to the Postal Service	Nov. 76	5¼ × 9 30 p.	57	SC*	—	procurement contracting
Hbk. AS-701	Supply Management	TL 1 10-78	8 × 10½ 94 p.	4,31,34, 36,40,45, 46,47,51	DFD	AS-7	supply equipment
Hbk. F-26	Property Accounting	TL 12 2-79	7¾ × 10¼ 72 p.	29,31,34, 36,37,43, 46	DFD*	AS-7	property (capitalized) assets
Hbk. P-29	Food Service Operation & Employee Social & Recreational Funds	TL 1 6-74	7¾ × 10¼ 68 p.	4,31,34 43,47	DFD	—	food services employee services contracting
Hbk. S-33	Shipping and Receiving Postal Service Property	TL 3 10-78	8 × 10 46 p.	4,6,16,31, 34,36,43, 47	DFD	AS-7	supply
Chapter 8 — Computer-Based Information Systems							
Pub. 195	ODIS—What it is— What it does	Oct. 72	7¾ × 10¼ 24 p.	1	SC*	—	ODIS planning information systems
Hbk.ADP 2	Operating Standards	TL 2 4-78	8 × 10½ 174 p.	31,36,37, 41,43	DFD*	AS-8	computer
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1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 8 — Computer-Based Information Systems—Continued							
Hbk.ADP 5	Equipment Inventory	TL 3 2-80	8 × 10½ 108 p.	29,34,36, 37,40,41, 43	DFD	AS-8	computer hardware
Hbk.ADP 6	Librarian	Nov. 76	6 × 9 28 p.	29,31,36, 37,43	EASC	AS-8	computer software
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C. Codes

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    d. Except CAGs E–L offices
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3. CAG A-C post offices
4. CAG A-G post offices
5. CAG D-L post offices
6. CAG H-J post offices
7. CAG A post offices
8. CAG B post offices
9. CAG C post offices
10. CAG D post offices
11. CAG E post offices
12. CAG F post offices
13. CAG G post offices
14. CAG H post offices
15. CAG J post offices
16. CAG K post offices
17. CAG L post offices
18. Post offices with classified stations and/or branches
19. Post offices with city delivery
20. Post offices with finance offices
21. Post offices with customer service representatives
22. Postal source data system (PSDS) post offices
23. Post offices with Express Mail service
24. Post offices with self-service postal centers (SSPC)
25. Post offices with medical personnel
26. Post offices with contract stations and branches
27. Multi-coded post offices
28. Post offices with lookout galleries.
29. Not distributed to post offices
30. Headquarters
31. Regions
32. E&LR Information Centers
33. Inspection service personnel
34. Districts
35. District offices having bulk mail centers
36. Postal data centers (PDC)
37. Automatic data processing centers (ADPC)
38. Mailbag depositories and repair centers
39. PST&DI field centers
40. Management sectional centers (MSC)
41. Facilities with indicated mechanization, job title or mail service
42. Field real estate and building offices (FREBO)
43. Bulk mail centers (BMC)
44. Mail classification centers
45. Procurement services offices (PSO)
46. Transportation management offices (TMO)
47. Vehicle maintenance facilities (VMF)
48. Maintenance capable office
49. Area maintenance offices (AMO)
50. International exchange offices
51. Postal employee development centers (FEDC)
52. PEDCs serving BMCs
53. Airport Mail Facilities (AMF)
54. Military, APOs, FPOs
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